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Minutes of the Parish Council meeting held on **Monday 20th October 2025 at 7.30pm** at South Brent Village Hall, Station Approach, South Brent TQ10 9JL. The Chairman welcomed everyone to the meeting.

Before the meeting there was 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).

South Brent Parish Council congratulated Cllr. Richards for 15 years of service with DALC.

Cllr. G. Pannell noted some errors in the contact page of the current Autumn Newsletter.

Cllr. G. Pannell has noted that the long grass has been cut, and they did a very thorough job.

Cllr. C. Pannell as a member of Amateur Dramatic Society, appreciative of the performance that the children did last Saturday. It was very well received and we hope to continue. Thank you to the parish council on their donations.

		Actions
A	Record of members present. Cllrs' Butcher, Hanney, Hancock, C. Pannell, G. Pannell, Rafiqi, Richards and the clerk Sophie Jones.	Noted
B	Apologies for absence and reason. To approve or not approve absences. Cllr. Childs – work commitment Cllr. Astal-Stain – family commitment Cllr. Johnston – work commitment Cllr. Fone - unwell	All absences were approved
C	Declarations of interest (and their nature) regarding agenda items. Cllr. G. Pannell – all DNPA and SHDC planning applications. S. iii. Trustee for Brent Island Trust, will clarify item. Cllr. C. Pannell – personal interest on all DNPA and SHDC planning applications. Cllr. Butcher – Director and Treasurer of Sustainable South Brent. Cllr. Richards – has an item to reimburse in Accounts for Payment.	Noted.
D	Consider the granting of dispensations in relation to item C above.	Noted.
E	Public participation session with respect to items on the agenda (including any comments from Councillors with a personal interest in an agenda item).	No public present.
F	Police report (crime and disorder reduction). Cllr. G. Pannell reported that he was left off list for Councillor Advocates. Has re-registered and will attend future meetings.	Noted.
G	Confirmation of the accuracy of the minutes of the Parish Council meeting held on Monday 15 th September 2025 and report matters arising (for information only). Cllr. Richards proposed the minutes be signed. This was seconded by Cllr. Butcher and unanimously approved. It was noted that the Parish Crier will attend the light switch on. Also, Cllr. Astal-Stain may have the trophies.	The minutes were signed.
H	Chairman's update. Congratulations were given to Cllr. Richards for his 15 years of service with DALC and receiving a trophy in acknowledgement.	Action – Clerk to speak to Chairman regarding keeping this item in the agenda.

I	Report from South Hams District Councillors. * Cllr. G. Pannell and Cllr. Hancock circulated a brief prior to the meeting. Local Government Reorganisation is at the forefront. In South Hams proposal, there is a desire to maintain local members representing Planning. There will be bigger requests for town and parish councils. Libraries may fall back to the responsibility of town councils. It was also important to note that there is a Call for Sites that landowners would like to be considered for future development.	Noted.
J	Report from Devon County Councillor. No report circulated.	
K	Dartmoor National Park Authority Parish Council representatives report (Cllr. G. Pannell). Cllr. G. Pannell circulated a brief. Temporary Planning Permission has been given for filming on Dartmoor. They have advertised and will be interviewing for a new Chief Executive.	Noted.
L	Highway matters and street cleaning. - Concerns raised at Hillside Close, South Brent. It was noted that Devon County Council are responsible to keep the pavement safe. It was proposed the clerk write to Nick Colton to request DCC make it safe. Regarding the pavement parking, there is no definitive solution. Police can move vehicles if necessary. The parking issue was noted by South Brent Parish Council. - Concerns raised at Church Street, South Brent. Cllr. Butcher noted the trip hazard signs along the street. He noted an abundance of slabs that were sticking up and broken, causing a huge trip hazard. The pavement is so unsafe that pedestrians are choosing to walk on the road instead.	Action – Clerk to contact Nick Colton to make the pavement at Hillside Close and Church Street safe. Copy in Cllr. Thomas. Also note the state of the pavements around the parish are unacceptable. Action – Clerk to seek advice from police regarding the parking and impact on parishioners at Hillside Close.
M	Co-option of a new Councillor advertising arrangements The vacancy will be advertised on parish council website/social media/noticeboards. Any interested parties will be invited to attend the meeting, after which current council members will decide who is successful.	Action - RFO to advertise vacancy online.
N	Remembrance Service – to discuss Seating is limited so all attendees must let the Clerk know if they can attend by the end of w/c 20 th October 2025. Clerk will let Greg Wall know attendance numbers.	Action – Clerk to put Remembrance poster online.
O	Parish Council committee and working group reports. i. Christmas Lights - To discuss if the parish council would like to retain the Christmas lights, store them and install them. Cllr. G. Pannell proposed that South Brent Parish Council do not store the lights and/or install them and instead find a company to do this. This was seconded by Cllr. Butcher and unanimously approved. - To agree the contract with Torbay Lighting for the 2025 Christmas Light installation costing £3,400. This was unanimously approved. It was noted the school association have asked if they can hold a mulled wine stall. South Brent Parish Council said they will be welcome to do so as long as they have the correct licence. ii. Station Yard Car Park - To provide update on meeting with SHDC Cllr. Hancock and Cllr. Butcher noted that there hasn't been a report received. Cllr. Hancock will speak to Emma Widdicombe regarding this. iii. Open Spaces, Sports and Recreation Working Group - The terms of Reference were recommended to the Full Council. *	i. The contract with Torbay Lighting for £3,400 was unanimously approved.

	Cllr. Hancock proposed the Terms of Reference are accepted. This was seconded by Cllr. C. Pannell and unanimously approved. - The revised plans and additions have been added to the spreadsheet and are recommended to Full Council. Cllr. Hanney proposed that the revised plans are accepted. This was seconded by Cllr. Butcher and unanimously approved. - Recommended to budget £20,000 for the repair of the skate park surface at The Recreation Association. This needs to be deferred to the next Finance and HR Committee meeting. iv. Asset Working Group - To value parish council owned properties, Palstone Pavilion, the Toll House, Stockbridge Lane Toilets, Sanderspool Cross Toilets and Memorial Shelter. Cllr. C. Pannell noted that this is to obtain insurance valuations of parish assets. Cllr. Butcher noted there should be £5,000 budget line created. Cllr. G. Pannell proposed that the Asset Working Group needs to have £5,000 allocated in the budget to obtain insurance valuations. This was seconded by Cllr. Richards and unanimously approved. v. Land & Estates - Crowder Park – to discuss poor condition and possibility of rebuilding. Crowder Meadow Play Park will be rebuilt by South Hams District Council. It was also noted that the trees need to be assessed. Cllr. Hancock said it is being considered too. - Stockbridge Lane Toilets – to consider plans for renovation Cllr. Hanney noted this was discussed at the most recent Land & Estates Committee meeting. It was considered due to the huge expense caused by the amount of vandalism in the last 12 months. The committee will be looking at the costs of renovation. Architects have been contacted, but a spend was not agreed. Ian McDonald has drawn up plans. Once prices have been obtained, the committee will present this to a full council meeting. It was proposed by Cllr. Hancock that the £190 invoice from Ian McDonald be paid. This was seconded by Cllr. Butcher and unanimously authorised. It was proposed by Cllr. Hancock that the committee continue with this course. This was seconded by Cllr. Butcher and unanimously approved.	iii. Action – RFO to add the budget setting request of £20,000 to the agenda of the next Finance meeting. iv. Action – RFO to add a request of £5,000 for the Asset Working Group to obtain insurance valuations of parish owned properties. This needs to be included in the Finance agenda for budget setting. v. Action – RFO to arrange payment of the £190 invoice from Ian McDonald.
P	To receive any updates from Council representatives on outside bodies, can be verbal or written and circulated in advance. i. The Old School Rejuvenation Project – to discuss letter received from the community group. South Brent Parish Council would welcome a representative to attend a future full council meeting to discuss the planning application and project. Cllr. Rafiqi will get the Art House Directors to contact SHDC Cllr. Hancock regarding fundraising.	Action – Clerk to invite representatives to next meeting at 7pm to enable them 30 minutes to discuss.
Q	Clerk & administrative matters. i. Report on actions taken on the resolutions of the last full council meeting. ii. General report circulated in advance for information only. iii. Updates from NALC, DALC, SLCC and the civility and respect pledge. iv. To agree how working groups are convened and organised. Plus, the protocol required. Defer to November meeting after clarifying with RFO. v. To review the Calendar of Meetings for 2026. The February full council meeting to be scheduled on 9th February 2026.	i. Noted. ii. It was noted that not all Councillors have access to their emails. Clerk will follow up. iii. No updates. iv. Action – RFO to provide further information.
R	Planning. Cllr. Rafiqi handed Chairmanship to Cllr. Richards	
	i. Applications	

	Application No	Detail		0307/25 DNPA – Cllr. Hancock proposed SBPC support the application. This was seconded by Cllr. Butcher and approved by 5 of 7 councillors present.
	0307/25 DNPA	To demolish the existing annex building and to replace it with a new “Granny Annex”, an enlarged utility area, an additional bedroom, and the erection of an open ground floor veranda to its front south facing elevation, and a disabled access ramp at Treeby, Aish, South Brent, TQ10 9JH		
	0312/25 DNPA	Single storey extension and replacement rear extension at Little Brent Mill, South Brent, TQ10 9JF.		
				0312/25 DNPA – Cllr. Hancock proposed no objections. This was seconded by Cllr. Butcher and approved by 5 of 7 councillors present.
	ii. Amended Applications iii. Withdrawn applications.			
	iv. Planning decisions			Noted.
	Application No	Detail	Decision	
	0265/25 DNPA	Single storey extension between main dwelling and garage at Marshfield, Hillside, South Brent, TQ10 9AY	Granted, subject to conditions.	
	0261/25 DNPA	Alterations to rear tenement of terraced house at 4 Greenbank Terrace, Hillside, South Brent, TQ10 9AX	Granted, subject to conditions.	
	v. Planning Appeals			
	vii. Tree applications			Noted.
	Cllr. Richards passed the chair back to Cllr. Rafiqi.			
S	Finance. i. 2026-27 Budget - To note the OSSR minutes when setting budget for the Recreation Association. This was noted and will be included on the Finance committee agenda. - To change budget lines as follows; join WC’s back into L&E as single budget line. It was proposed by Cllr. Hanney to amend the budget lines. This was seconded by Cllr. Hancock and approved by 6 of 7 councillors present. Cllr. Richards abstained. ii. To consider grant application from South Brent & District Caring for £1,500 funding towards IT Support. Cllr. Hancock proposed this is supported and taken from Local Projects. This was seconded by Cllr. Butcher and approved by 6 of 7 councillors present. Cllr. Richards abstained. iii. To consider grant application from Brent Island Trust for Dementia Friendly signage. * This item is to be reworded to ‘To consider the request from Brent Island Trust for dementia friendly signage’. Cllr. G. Pannell noted there has been a complaint regarding current dementia friendly signage and this item should potentially be put on hold until the complaint is resolved. Cllr. Hancock proposed that Brent Island be included in the next order of Dementia Friendly signs. This was seconded by Cllr. Richards and approved by 5 of 7 Councillors. Cllr. G. Pannell and Cllr. C. Pannell abstained. iv. To receive the RFO’s report. * Noted. v. To receive, approve and sign the bank reconciliation for October 2025. * Cllr. C. Pannell proposed to approve and sign the bank reconciliation. This was seconded by Cllr. Butcher and unanimously approved.			i. Action – RFO to include item in Finance meeting. Action – include ‘To approve Finance & HR ToR on the next Full Council meeting agenda. ii. Action – RFO to contact SB&DC to confirm funding. iii. Action – RFO to inform Brent Island that SBPC will purchase a dementia friendly sign once the complaint from parishioner has been resolved. iv. Action – Clerk to arrange appraisals.

	vi. To receive year to date reports on budget spend percentage and monthly payments. * The reports were received. vii. To authorise October 2025 accounts for payment and to approve the counter signatory for these. * Cllr. C. Pannell proposed the accounts for payments are authorised. This was seconded by Cllr. G. Pannell and unanimously authorised. The counter signatory will be Cllr. G. Pannell. viii. It was recommended to Full Council that the DALC Being a Good Councillor course be arranged. Also recommended to Full Council that one in-house training course was booked every year. Councillors suggested a Chairing course, Code of Conduct or Finance. It was suggested that a trainer be brought to South Brent. Also, a Planning course would be valuable.	viii. Action – Clerk to arrange the DALC Being a Good Councillor Course in the new year. Invite other parishes.
T	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 resolve re-admittance of public and press to the meeting.	No Part 2 item.
U	Items for future agendas Dates of next Parish Council meetings. - Monday 17th November – Full Council meeting - Tuesday 2nd December – Finance & HR Committee meeting (Amended date) - Monday 15th December – Full Council meeting	Note – Finance agenda to prioritise budget setting and not HR. Also, there is a Land & Estates meeting on 3rd Nov.

Meeting closed at 21.58pm