

CHAIRMAN

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SOUTH BRENT
PARISH COUNCIL

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CLERK

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Minutes of the Parish Council meeting held on **Monday 17th November 2025 at 7.30pm** at South Brent Village Hall, Station Approach, South Brent TQ10 9JL. In the absence of the Chairman, the Vice-Chair Councillor Rafiqi 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).

The Chairman requested that item M be moved ahead of item E.

		Actions
A	Record of members present. Cllrs' Butcher, Hanney, Hancock, Fone, Johnston, 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. C. Pannell – prior commitment Cllr. S. Astal-Stain – no apologies sent	All absences were approved
C	Declarations of interest (and their nature) regarding agenda items. Cllr. G. Pannell – all DNPA and SHDC planning applications. Cllr. Rafiqi – 0355/25 DNPA Director of the Art House.	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). Cllr. Rafiqi shared the sad news that Liz Kennerley, the South Brent Parish Council Tree Warden, has passed away. Council members stood for a 1-minute silence. Cllr. Richards has gifted the council with a trophy for future use. It was noted that councillors are not happy with the current email support service. This will be reviewed frequently.	No public present.
F	Police report (crime and disorder reduction). Cllr. G. Pannell attended a police community meeting. Can confirm there have been two arrests regarding a large drug-related incident. Cllr. Richards has been in contact with the police regarding the fire in the memorial shelter at Sanderspool.	Noted.
G	Confirmation of the accuracy of the minutes of the Parish Council meeting held on Monday 20 th October 2025 and report matters arising (for information only). It was noted that the minutes need to include 'In the absence of the Chairman, Vice-Chairman Councillor Rafiqi chaired the meeting.' With the amendment above, Cllr. Richards proposed the minutes be signed. This was seconded by Cllr. Hanney and unanimously approved. Cllr. G. Pannell noted that three of the dementia friendly signs need to be amended and replaced due to not meeting requirements.	The minutes were signed. Action – Clerk to obtain quote for three replacement signs.
H	Chairman's update. Cllr. Rafiqi wanted to note the council's gratitude to Liz Kennerley for her work with the council. Little Orchard will be closing. The Den (South Brent Primary School) will be consulting parents/wider community to change the intake age range from 9 months to 4 years old.	
I	Report from South Hams District Councillors. * Cllr. Hancock circulated a report prior to the meeting. It was noted there will be a submission to High Council next week regarding Local Government Reorganisation.	Noted.

	The new authority will have elections in 2027, act in shadow form for a year where existing districts will continue.	
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 report prior to the meeting. It was noted that the advert for the Chief Executive received 88 applications and has been narrowed down to 5. Changes are being made to what can be amended on planning applications once they are submitted.	Noted.
L	Highway matters and street cleaning. Councillors discussed a letter from a parishioner regarding how dangerous the exit off the A38 to South Brent from Plymouth is (just past the fuel station). It is a long-standing concern for the council and an issue for Highways England. South Brent Parish Council have vehemently protested this slip road. Cllr. Richards noted that there are road closure notices around the parish to dig up the roads/pavements and install trunking for internet. Cllr. Hancock was approached by a parishioner regarding making exit from Plymouth Road onto Exeter Road and asked why it isn't one-way. It was noted that to make it one-way the on-street parking would need to be prohibited. It was suggested that better signage is needed to indicate the narrow road. Potentially 'No HGV's'. Cllr. Rafiqi noted that the bin lorry hit a lamppost in the parish. The binmen reported it and it was reported swiftly.	Action – Clerk to inform parishioner to contact Highways England. Action – Clerk to contact Nick Colton to seek advice for signage on Exeter Road/Plymouth Road.
M	Presentation from Julia Wilson for an upcoming planning application for a small regenerative community food growing project in Badworthy. The planning has been submitted but is not registered yet. Planning application is for an 18m x 7m tunnel, a packing shed and tool store. Suspect it will be a 10-year process. Will be visible from Dartmoor. There is an existing barn in the field adjacent. An acre of growing space, small scale but highly productive. Offering food security, local food production and an opportunity for community engagement. Potential for South Brent to become a hub for regenerative farming.	
N	South Hams Community Awards – to discuss if South Brent Parish Council wish to nominate a parishioner/organisation for the following categories: Young Persons Award, Community Champion Award, Community Organisation Award, Climate and Biodiversity Champion Award. Cllr. Hancock proposed that we nominate Andy Pound for Community Champion, Alice Hawkins and Emma Chekanovskaya for Young Community Champion, and South Brent & District Caring for the Community Organisation Award. This was seconded by Cllr. G. Pannell and unanimously agreed. Cllr. Fone abstained.	Action – Clerk to submit nominations to South Hams District Council.
O	Dartmoor Hunt – to discuss Cllr. Hancock noted that the council were contacted regarding concerns. South Brent Parish Council don't have a say in the matter.	Action – Clerk to respond to the email directing her back to the Dartmoor Hunt directly.
N	Remembrance Service – to discuss and authorise reprint of the Order of Service. Cllr. Richards raised that the bugler is not available for any future Remembrance Services. The Order of Service needs to be updated. Cllr. Richards proposed that the Order of Service be reprinted. This was seconded by Cllr. Hanney and unanimously agreed.	Action – Clerk to ask if anyone is able to play the trumpet, bugle or coronet and can competently play the Last Post and Reveille to help with future Remembrance Services.
P	Parish Council committee and working group reports. i. Land & Estates - to agree tender requirements for grass cutting contract. It was agreed the tender requirements provided were appropriate. The end of August is ideal for cutting, any later then the grass looks unkempt. The new contract needs to be explicit in the requirements of South Brent Parish Council (see amendments on tender contract circulated).	Action – Clerk to get 3 quotes with the tender requirements agreed (once amended). Aim to have invite tenders to next L

			& E meeting in January 2026.
Q	To receive any updates from Council representatives on outside bodies, can be verbal or written and circulated in advance. Cllr. Richards attended the National Park Forum last week. There was a Partnership Plan Review, which included the vision for Dartmoor in 2045. This can be seen online.		
R	Clerk & administrative matters. i. General report on actions taken since last meeting for information only. * Cllr. Hanney proposed that SBPC adopt the Aish defib. This was seconded by Cllr. Fone and unanimously agreed. Cllr. Butcher noted that there has been no update from Emma Widdicombe regarding Station Yard car park. Cllr. Hancock has been actively chasing for a response. It was raised that if the parish council don't get a response, what can be done in the interim period. What are the options available? ii. Updates from NALC, DALC, SLCC and the civility and respect pledge.		Noted
S	Planning. Cllr. Rafiqi handed Chairmanship to Cllr. Richards		
	i. Applications		
	Application No	Detail	0355/25 DNPA – Cllr. Hancock proposed that SBPC support/welcome the application and vision for the village that it offers.
	0355/25 DNPA	Extension and alterations to the community centre, installation of solar PV panels, roof lights, air source heat pumps and external works and demolition at The Old School Community Centre, Totnes Road, South Brent, TQ10 9BP.	
	0365/25 DNPA	Conversion of a redundant stone barn into a dwelling including associated works, change of use from agricultural to Class C3 residential at Overbrent Farm Barn, Shipley Bridge, South Brent, TQ10 9ED.	However, concerns were raised regarding the loss of parking. This was seconded by Cllr. Fone and unanimously agreed (Cllr. G. Pannell abstained, Cllr. Rafiqi left the room during this discussion). 0365/25 DNPA – It was proposed by Cllr. Hancock that SBPC approve subject to condition that restricts occupation of the property to a parish connection. This was seconded by Cllr. Johnston.
	ii. Amended Applications		
	iii. Withdrawn applications.		
	iv. Planning decisions		Noted.
	Application No	Detail	Decision
	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. Treeby, Aish, South Brent, TQ10 9JH.	Granted, subject to conditions.
	0312/25 DNPA	Single storey extension and replacement rear extension. Little Brent Mill, South Brent, TQ10 9JF.	Granted, subject to conditions.
	v. Planning Appeals		
	Application No	Detail	
			Cllr. Richards noted that a resident has installed grey windows on their property, in breach of a covenant owned by SBPC. Action – Clerk to ask Archive to instigate a project

	1777/25/FUL	Demolition of existing agricultural barn & erection of new dwelling, including formation of residential curtilage & new vehicular access. The Cedars, South Brent, TQ10 9LW.	regarding covenants on parishioners' houses.
	vii. Tree applications		Noted.
	Cllr. Richards passed the chair back to Cllr. Rafiqi.		
S	Finance. i. To discuss and consider the £500 grant request from Ring & Ride (Ivybridge & District Community Transport Association). * Cllr. Hancock proposed that they get £500 from Community Transport. This was seconded by Cllr. G. Pannell and unanimously agreed. ii. To receive, approve and sign the bank reconciliation for November 2025. * Cllr. Butcher proposed the bank reconciliation is approved and signed. This was seconded by Cllr. Rafiqi and unanimously authorised. Cllr. Richards noted there are only 3 bank signatories. iii. To receive year to date reports on budget spend percentage and monthly payments. * Noted – Councillors are struggling with the layout of this report. Request the RFO to set it as landscape. iv. To authorise November 2025 accounts for payment and to approve the counter signatory for these. * Cllr. Richards will be the counter signatory. Request for the RFO to investigate discrepancy between water at Stockbridge Lane and Sanderspool. Cllr. Butcher proposed the accounts are authorised. This was seconded by Cllr. Hancock and unanimously authorised. v. To approve Finance & HR Terms of Reference. * Cllr. Butcher proposed the Finance & HR Terms of Reference are approved, subject to item 16 amendment of 'committee's'. This was seconded by Cllr. Johnston and unanimously approved. It also needs to be implemented that all Chair's of committees be added as bank signatories. Cllr. Richards proposed that alongside the Chairman of the Council, the Chair of HR, the Chair of Land & Estates and the Chair of Planning, become signatories to the bank accounts. This was seconded by Cllr. G. Pannell and unanimously approved.		Action – RFO to action adding Cllr. Rafiqi and Cllr. Hanney as bank signatories. Action – RFO to set budget spend as landscape. Action – RFO to investigate the huge difference in water prices at Stockbridge Lane and Sanderspool.
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 8th December – Finance & HR Committee meeting (moved from 2nd December) - Monday 15th December – Full Council meeting - Monday 5th January – Finance & HR (may not be required) - Monday 12th January – Media and Land & Estates Committee meeting		

Meeting closed at 22.08

Accounts for November 2025

	Payee	Detail	Amount	Method/date
1	Pennon Water	Sanderspool Cross WC's - water	£20.00	DD
2	Hiscox Insurance	Public Liability Insurance	£387.47	DD
3	Pennon Water	Stockbridge Lane WC's - water	£357.16	DD
4	Moortek	MS 365 & Heimdal security	£111.00	DD
5	edf	Sanderspool elec - August	£47.65	D/D
6	SBVH	Room hire	£36.00	
7	J & M J Widdicombe	Buddle holes	£158.40	
8	Reimburse RFO	Second class stamps	£6.96	
9	SB Storytellers & Archive	Map	£20.00	
10	SCG	Phone	£21.89	D/D
11	Oli Davidson	Tree work at SB Allotments	£730.00	
12	Mark Bancroft	Weeding	£496.00	
13	ICO	Data protection fee	£47.00	D/D
14	British Gas	Stockbridge Lane WC's - elec	£21.29	D/D
15	SB Flowers	Condolences	£60.00	
	Reimburse L Bruckner	Use of printer, ink and paper @ £5 pm	£5.00	
	Reimburse S Jones	HWA - to end of previous month	£26.00	
	Reimburse L Bruckner	HWA - to end of previous month	£26.00	
			£2,577.82	

Payroll	
Payroll Total	£2,854.25

Total payments **£5,432.07**

Signed

Chairman - Cllr Childs

Vice Chairman - Cllr Rafiqi

Date approved for Payment

RECEIPTS October 2025			
	South Brent Allotments	Peppercorn rent	£1.00
	DCC	Grass cutting	£1,328.00
	Nationwide (2.55%)	Interest	£143.69
	Wayleave	Wayleave	£27.06
	Explorer Scouts	Return of unspent grant	£500.00
		Total	£1,999.75

Funds 31st October 2025			
	Unity Current	Current account T1	£12,352.64
	General Reserves	Unity Instant Access Account	£70,024.10
	Earmarked Reserves	Nationwide 35 day notice	£67,041.77
		Total	£149,418.51