

Minutes of the **ANNUAL BRENTOR PARISH COUNCIL MEETING** held in Brentor Village Hall
on **THURSDAY the 23RD JUNE 2011 at 7.30pm**

Present: Cllrs T Beavon (TB), J Drury (JD), C Friend (CF), A Frankland (AF), E Hill (EH)

In Attendance: 8 members of the public, Cllr T Pearce (West Devon Borough Council)
Mrs D Ashton (Parish Clerk)

Prior to the commencement of the meeting proper, duly elected Members signed their 'Declaration of Acceptance of Office' in the presence of the Clerk.

8268. APOLOGIES FOR ABSENCE from Cllrs J Burrows and S Burrows. Cllr J Burrows, as the retiring Chair, had sent a message of welcome to the new Members.

8269. TO ELECT A CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE
Cllr Drury, seconded by Cllr Hill, proposed that Cllr Beavon be appointed Chair for the ensuing year. It was then unanimously **AGREED** that Cllr Beavon be appointed Chair for the ensuing year. Cllr Beavon duly signed the Declaration of Acceptance of Office.

8270. TO ELECT A VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE
Cllr Drury, seconded by Cllr Friend, proposed that Cllr Hill be appointed Vice-Chair for the ensuing year. It was then unanimously **AGREED** that Cllr Hill be appointed Vice-Chair for the ensuing year. Cllr Hill duly signed the Declaration of Acceptance of Office.

8271. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST
Cllr Frankland declared a personal interest in the Housing Survey item as she had completed a survey form as a parishioner.

8272. TO APPOINT MEMBERS TO SERVE ON COMMITTEES
Planning Committee: Cllrs Drury, Friend, Frankland and Hill; Cemetery Committee: Cllrs Frankland, Friend and Hill
Appointments to the above committees could be reviewed at Council in the future should Cllrs wish to sit on or come off.

8273. TO APPOINT MEMBERS TO SERVE AS COUNCIL REPRESENTATIVES TO OTHER ORGANISATIONS
Southern Parishes Link Committee - deferred to next meeting when all Members are present; *Village Hall/Playing Field Committee* - Cllr Hill; *Brentor Commons Association* - Cllr Beavon; *Brentor Community Trust* - Cllr Drury; *Parish Tree Warden (DNPA)* - Cllr Friend; *Emergency Coordinator (community self-help plan)* - Cllr Frankland

8274. ADJOURNMENT OF MEETING FOR A PUBLIC OPEN FORUM

PUBLIC OPEN FORUM

A parishioner welcomed the Council and wished to thank them and all those who put themselves forward for election as Parish Cllrs.

8275. RECOMMENCEMENT OF MEETING PROPER

8276. **TO RECEIVE ANY REPORT(S) FROM THE NEIGHBOURHOOD POLICE** None

8277. **TO RECEIVE ANY REPORT(S) FROM THE COUNTY COUNCILLOR** None

8278. **TO RECEIVE ANY REPORT(S) FROM THE BOROUGH COUNCILLOR**

Cllr Pearce reported that negotiations were going on for land put forward for housing in the parish. Mr Phil Markham at DNPA was the individual to contact at DNPA for further information - Cllr Beavon to contact Mr Markham.

TB

8279. **MINUTES**

Min 8244 (8238) ref: Wheelwright's Stone: Sentence to be amended to *'alleged correct owner'*.

It was **AGREED** that the Minutes of the meetings held on 14th Mar 2011 and 18th April 2011 be adopted subject to the amendment above.

8280. **MATTERS ARISING**

Updates were received on following actions arising from the last meeting:

Min 8244 (8229/8212/8121)

Results of speed limit checks carried out in village over a 7 consecutive day period, starting from 22nd Nov 2010, to undergo statistical analysis by Cllrs and R Blower.

Clerk to contact R Blower to seek further information for the next meeting.

Clerk

Min 8244 (8234)

Participants on Brentor Parish Emergency Help List to be confirmed.

The Clerk reported that permission is still required from volunteers to publish their contact details on the Emergency Help List - Clerk to pass information onto Cllr Frankland. The Clerk advised that Council's former Emergency Coordinator, Mr Paul Webster, would be happy to assist Council's new appointed person.

Clerk

Min 8244 (8238)

Reference the Millennium Marker Stones, Clerk to look through records for a map. Mrs Sally Curtis to be contacted as she had been involved in the project.

The Clerk explained that the former Council had been trying to establish the position of these. A map had been found amongst the records inherited though the information was not clear. A copy had been sent to Mrs Curtis to see if she could provide any additional information. It was suggested that the Clerk should also contact Mr Ed Blowey.

Clerk

8281. **TO CONSIDER PLANNING APPLICATIONS RECEIVED**

DNPA 0263/11	Timber barn for storage and recreational use at Moorland Retreat, Bonnaford, Brentor by Mr R Taylor	SUPPORT: Similar construction to what is already present.
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8282. **PUBLIC TOILETS AT CHURCH TOR**

The Clerk explained that WDBC had requested a 30% contribution towards the running cost of the public toilets at Brentor Church. The former Council had asked the PCC if they would be willing to make a contribution towards the amount requested by WDBC. The PCC had agreed to pay £200 - £250pa (to be reviewed on an annual basis).

Members, though in favour of keeping them open, felt that parishioners should not be paying for the facilities as they are not a facility that directly affect them and which are really there to serve a very widely publicised tourist attraction. It was felt that WDBC as the tourism authority should pay the

remaining amount. Members also felt that as tourists also come from DNP, DNPA should be contacted and asked to contribute a nominal amount.

Cllr Pearce (WDBC) explained that it was not a statutory obligation for WDBC to provide toilets and due to spending cuts, WDBC felt part financial support from Parish Councils was the best way to keep facilities open in all parishes. Cllr Pearce confirmed that contractors regularly checked the toilets which meant there was no need for Parish Cllrs to check them.

It was **AGREED** for the Clerk to write to WDBC to inform them of Council opinion, and to DNPA to try to obtain financial support from them.

8283. WHEELWRIGHT'S STONE

The Clerk gave a brief background history of the matter to those present and informed Members that a letter had been received from Mr Cunningham of Burnville Farm on the matter which had been initiated by a letter from Mr and Mrs Pancheri's solicitor.

Mr and Mrs Pancheri's solicitor was now seeking evidence of Mr Cunningham's legal title. Mr Cunningham was now advising Council that he does not wish to claim ownership of the land and stone due to the potential legal costs involved in disputing legal ownership of the stone or resolving any potential boundary issue. Mr Cunningham fully supports the stone being returned to its original location or moved to another non-contentious site in the village curtilage where it can safely remain and be enjoyed by the community for posterity. Mr Cunningham asked the council to consider what action should now be taken.

Members were advised that Mr and Mrs Pancheri had attended previous Council meetings and stated that they were happy to relinquish the stone and for it to be returned to its original location.

Cllr Beavon advised Members that he had received a letter from Mr and Mrs Pancheri which included a copy of the stone's entry in the Devon Historic Environment Record which notes that both the owners of the Smithy and Dartmoor National Park Authority have confirmed they do not own the stone. As a long term resident of the parish, Cllr Friend spoke of his memories of the stone and said he said seen it being used many times by the village wheelwright. He remembered the original location of the stone - up until its removal, it had lain in the same spot where the wheelwright had used it. Members did feel that the party that originally removed the stone should fund the reinstatement of it.

It was **AGREED** for the Clerk to write to Mr and Mrs Pancheri and Mr Cunningham to seek confirmation that both parties were happy for the stone to be returned to its original location and secured in an appropriate manner. The letter to Mr and Mrs Pancheri is to include Council's view that Mr and Mrs Pancheri should pay for its reinstatement.

Clerk

Members were also informed that Mike Whitfield had compiled a comprehensive report on the stone. The Clerk is to distribute a copy of that report to all Members.

Clerk

8284. HOUSING SURVEY

The Clerk reported that the full report had been sent by the Community Council of Devon (CCD) and summaries for public display. As the report had not been commissioned by the Parish Council, the Clerk explained that the full report could only be published with CCD's permission. CCD had been reluctant to do this as they felt potential developers could use the information to their advantage. Members felt that the full report should be made available to parishioners as they had been asked to take part in the survey. The Clerk is to contact CCD to seek their permission to make the full report available to parishioners

Clerk

A representative from CCD had offered to come to speak to the new Council on this survey. Members

discussed having open meeting but felt they needed to get up to speed before such a meeting was arranged. The Clerk is to distribute a copy of the report to Members. To be further discussed at the next meeting.

Clerk
All

Members **NOTED** a letter Mr Cunningham with regard to potential sites for development in the parish.

8285. TO ADVISE THAT COUNCIL'S STANDING ORDERS/FINANCIAL REGULATION ARE DUE FOR REVIEW

The Clerk advised that Council's current standing orders dated back to 2002 and had not been reviewed since then and that no financial regulations existed. NALC had recently issued a set of model Standing Orders which consists of two parts and available from DALC. Part 1, which costs £25, explains the formal workings of Parish Councils and part 2, which is free, can be tailor-made as to the needs and structure of individual Councils.

It was **AGREED** for the Clerk to obtain parts 1 and 2, and to draft Standing Orders and Financial Regulations applicable to the needs of Brentor Parish Council. To be submitted to Council once drafted.

Clerk

8286. GENERAL FINANCE (Note: an up to date general finance report detailing balance of accounts, receipts and payments for approval along with a bank reconciliation and cashflow sheet had been circulated to all Members with the agenda)

a) Even though six Members of the former Council were signatories, the Clerk advised that it was appropriate for Council to have five. Cllrs J Burrows and C Friend were already signatories and would continue to be so. It was **AGREED** that Cllrs Beavon, Hill and Frankland be the new signatories on the Parish Council's bank accounts to replace the signatories who were no longer on Council.

Due to difficulties that the Clerk experiences in obtaining up to date account information from the bank in time for reporting to Council at meetings, it was also **AGREED** that the Clerk be a signatory too as the bank will only release information to signatories. The Clerk, though, is not permitted to sign cheques.

b) Members **NOTED** the following balance of accounts:

Main A/c:	3021.30
Cemetery A/c:	549.40
Total	3571.20

c) Members **NOTED** the following receipts:

Main A/c:	07.04.2011	DC	3500.00	Precept - 1 st installment
Cemetery A/c:			None	

d) It was **AGREED** to approve the following payments made since the last meeting:

Main A/c:

<u>Payee</u>	<u>Payee Ref</u>	<u>Gross £</u>	<u>VAT £</u>	<u>Council Ref</u>	<u>Reason</u>
D Ashton	May 2011	138.33	-	s/o	Clerk's salary Mth 2
Community 1st	Jun 2011	222.60	-	000372	Council Insurance (pd under SO 54)
PWLB	Jun 2011	1600.46	-	DD	June 2011 repayment
Total		1961.39			

e) It was **AGREED** to approve the following payments:

Main A/c:

<u>Payee</u>	<u>Payee Ref</u>	<u>Gross £</u>	<u>VAT £</u>	<u>Council Ref</u>	<u>Reason</u>
D Ashton	Jun 2011	138.33	-	s/o	Clerk's salary Mth3
D Ashton	Jul 2011	138.33	-	s/o	Clerk's salary Mth4
K Abraham	27 Apr 11	170.00	-	000373	Internal audit 2011
D Ashton	Mar 2011	38.35		000374	Clerk's admin expenses
D Ashton	Apr 2011	66.90		000374	Clerk's admin expenses
D Ashton	May 2011	27.30		000374	Clerk's admin expenses
D Ashton	Jun 2011	42.84		000374	Clerk's admin expenses
Total		622.05			

Cemetery A/c:

<u>Payee</u>	<u>Payee Ref</u>	<u>Gross £</u>	<u>VAT £</u>	<u>Council Ref</u>	<u>Reason</u>
T Liversidge	05 May 11	38.00	-	000085	Cemetery grass-cutting
T Liversidge	19 May 11	38.00	-	000085	Cemetery grass-cutting
T Liversidge	07	39.00	-	000085	Cemetery grass-cutting
Total		115.00			

The Clerk advised that an invoice for the sum of £38.00 from Mr Liversidge for cemetery grass cutting on 20th June 2011 had been received after publication of the agenda. Members **AGREED** to approve payment of this invoice.

8287. CORRESPONDANCE

Members **NOTED** the list of correspondence (*previously circulated by the Clerk with the agenda*):

1. DALC - Selection of 3 candidates out of the 5 published for WD area to sit on the County Committee for 2011-2015 (*copies of applications previously circulated by the clerk*). **It was AGREED to select Cllr Ray Aston of Mary Tavy PC.**
2. Forestry Commission - Lydford Forest Design Plan - Comments invited from PC as statutory consultees. **Delegated to the Clerk in conjunction with Cllr Friend.** Clerk
3. DCC - Call for volunteers for Devon Tithe Map project. **Clerk to send details to M Whitfield and the Brentor News.** Clerk
4. DNPA - Invite to a planning workshop on 14th July. **Cllr Hill (and possibly Cllr Frankland) to attend. Clerk to advise DNPA.** EH(AF)
Clerk
5. DNPA - Development Management and Delivery Development Plan Document community consultation events timetable. **Clerk to pass details to all Cllrs.** Clerk
6. DCC - Waste Core strategy issues and options consultation (ends 22nd July 2011). **Clerk to pass details to all Cllrs.** Clerk
7. DCC - Briefing on superfast broadband. **Clerk to pass details to all Cllrs.** Clerk
8. DALC - Briefing on relaxation of planning rules for change of use from commercial to residential use. **Clerk to pass details to all Cllrs.** Clerk
9. WDBC - reduction of road verge grass-cutting service due to reduced funding by DCC. The letter implied that WDBC is looking for Parish Councils to help provide grass-cutting of road verges. Cllr Pearce (WDBC) confirmed this was the case. The Clerk will add this to the budget items for consideration later in the year.

8288. **MINOR ITEMS** None

8289. **ITEMS FOR THE NEXT AGENDA**

1. Brentor Inn as it was a matter outstanding from the last meeting.

8290. **DATE AND TIME OF NEXT MEETING:** Monday 1st Aug at 7.30pm, Brentor Village Hall.

8291. **TO CONFIRM CALENDAR OF 2012 MEETINGS**

3rd Monday of the month at 7.30pm at Brentor Village Hall. Dates as follows:

19th September 2011, 14th November 2011, 16th January 2012, 19th March 2012, 16th April 2012 (Annual Parish Meeting), 21st May 2012 (Annual Parish Council Meeting), 16th July 2012, 17th September 2012, 19th November 2012

8292. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **AGREED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

8293. **CLERK'S CONTRACT OF EMPLOYMENT**

It was **AGREED** that Cllrs Beavon and Hill as Chair and Vice-Chair of Council agree a contract of employment with the Clerk and report that this had been done at the next meeting.

**Clerk
TB,EH**

8294. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **AGREED** that the public and press be re-admitted to the Meeting.

8295. **CLOSE** The meeting was formally closed at 9.00pm.