

Minutes of a Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall  
on **MONDAY** the **14<sup>TH</sup> MARCH 2011** at **7.30pm**

**Present:** Cllr P Webster (PW) (Vice-Chairman), Cllr R Burdfield (RB), Cllr C Friend (CF)  
Cllr M Mott (MM)

**In Attendance:** 8 Parishioners  
Mr D Williams (Village Hall and Playing Field Committee)  
Mr R Blower (Brentor News)  
Cllr T Pearce (West Devon Borough Council)  
Mrs D Ashton (Parish Clerk)

**8239. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs J Burrows, S Martin and A Smith. In the absence of the Chairman, Cllr Webster (Vice-Chairman) chaired the meeting.

**8240. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST**

No declarations of interest were received.

**8241. ADJOURNMENT OF MEETING FOR A PUBLIC OPEN FORUM**

The meeting proper was adjourned for the purposes of a public open forum.

**PUBLIC OPEN FORUM**

Cllr Webster informed those present that a period of 15 minutes has been allocated and for those who planned to speak to please consider their fellow parishioners in order for everyone to have a fair and equal time to speak.

Mr Dave Williams, Chairman of the Village Hall and Playing Field Committee, advised that a sub-committee has now formed to progress uses of the playing field. Its first meeting has now been held with the first action being to reinstate the Brentor Sports Day on 17<sup>th</sup> July 2011.

Mr Colin Dawes asked why there wasn't an agenda item for the Wheelwright's Stone. Cllr Webster replied that it was due to be discussed under Matters Arising.

On behalf of the Brentor News, Mr Rick Blower asked when the financial assistance promised by the Parish Council would be forthcoming. Cllr Webster said as this had been agreed and accounted for in the setting of the precept, it would be supplied once the precept had been paid.

Mr Colin Dawes wished for Council to be corrected in that he was the sole writer of his letters of response to the Parish Councils letters on the housing survey matter in the Brentor News.

A parishioner wished to welcome the new Parish Clerk and thanked her for the information published to a professional standard and distributed in a timely manner.

**8242. RECOMMENCEMENT OF MEETING PROPER**

The meeting proper resumed following the public open forum.

**8243. MINUTES**

It was **RESOLVED** that the Minutes of the meeting held on 17<sup>th</sup> Jan 2011 be adopted without amendment.

**8244. MATTERS ARISING**

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

**Min 8229 (8212/8121)**

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

**It was felt that a reduction in speed limit would be appropriate for this particular area and it was AGREED to contact DCC Highways for the criteria to reduce the speed limit.**

Clerk

**Min 8231**

Parish Council to contact WDBC Planning with regard to concerns over the Brentor Inn.

**Cllr Martin had previously submitted an update as he had given apologies for absence.**

**On the general state of the place, Cllr Martin contacted WDBC Planning and also a DNPA enforcement officer as the car park is in DNP. Mr Keith Palmer (WDBC) is due to make a visit and will update the Parish Council. Mr Brian Corcoran (DNPA) will liaise with Mr Palmer and a combined visit may be made.**

**On the issue of whether it will ever be a pub again, it has been reported that the owner is working slowly, as a one man band, towards reopening at some point in the future. It was felt that this has been possibly said to appease the concerns of many parishioners and the Parish Council. It was felt that the Parish Council should continue to insist that WDBC does not revoke the Licence.**

**Min 8234**

Participants on Brentor Parish Emergency Help List to be confirmed.

**Cllr Webster reported that he still needs to obtain permission from volunteers to publish their contact details on the Emergency Help List.**

PW

**Min 8235**

With regard to the WDBC Housing Survey of BP - letter of complaint to be sent to WDBC.

**The former Clerk had sent letter on 18<sup>th</sup> Jan 2011. The Clerk was not aware of any response to this letter. Members asked the Clerk to this chase-up if a response had not been received. The results of the survey were still being awaited.**

Clerk

**Min 8238**

Reference the Millennium Marker Stone's, the Clerk to scrutinise past minutes regarding ownership, responsibility etc.

**The former Clerk had researched minutes and had found no information. Cllr Mott had also looked into this. There are about 12 stones around the parish boundary to replace the old boundary markers which had moved. A map of the stone's location should be in Parish Council records. The Clerk said it will take time to locate as the records were handed over piled in cardboard boxes and were still being sorted. It was suggested that Sally Curtis would be able to help – Cllr Burdfield to make contact.**

Clerk  
RB

Reference the Wheelwright's Stone - Clerk to establish progress on initiative to relocate it to its original position.

**An enquiry letter had been sent on 30<sup>th</sup> Jan 2011 to the alleged correct owner of Wheelwright's Stone. No response received at time of Clerk's handover – the new Clerk had sent another letter. Cllr Mott had received a copy of the letter from Mr Cunningham, addressed to the previous Clerk, stating that the stone would be moved back by June. As there has been a request for the Parish Council to assist financially with the stone moving, this is to be a separate agenda item until the stone back is in place.**

Clerk

Reference the Ring & Ride Facility - details to be forwarded to the Brentor News.

**Cllr Webster passed details to Brentor News.**

**8245. CHAIRMAN'S REPORT**

Cllr Webster reported that Cllr Burrows had attended a West Devon Parish and Town Councils meeting with WDBC on 3<sup>rd</sup> Feb 2011. Cllr Burrows had raised several points:

- It felt as if the Housing survey had been imposed upon the parish.  
WDBC said it had a statutory duty to assess the housing needs of the borough with or without the cooperation of Parish Councils.
- Withdrawal of a bus service that serviced the village.  
With regard to Bus No. 118, the Clerk reported that now only one run is due to be cut - the late night run (stops at Brentor 9.28pm) as from the 11<sup>th</sup> April. It had been planned to cut two early morning runs but Devon County Council reversed a decision over the level of funding cuts for this particular service.

**8246. PLANNING COMMITTEE REPORT**

There were no planning applications or decision notices to consider.

**8247. CEMETERY COMMITTEE REPORT**

There was nothing to report.

**8248. TREE OFFICER REPORT**

- a) An application for works to reduce a Beech in Brentor's conservation area at 'The Old Vicarage' in Brentor Village had been approved by DNPA.
- b) Cllr Friend reported that felling of diseased Larch was still continuing apace in the area on both public and private land.

**8249. PARISH CLERK**

- a) It was unanimously **RESOLVED** to confirm the appointment of Mrs Debbie Ashton as the new Parish Clerk.  
Cllr Burdfield advised that the drafting of the Clerk's Contract of Employment was still due to be completed. It was **AGREED** that Cllrs Burdfield, Smith and Burrows (if possible) work to complete the draft contract.
- b) Following a request from the Clerk, it was **RESOLVED** that her salary be paid on a monthly basis directly to her via a standing order arrangement.

**RB  
AS  
(JB)**

**8250. PARISH COUNCIL OFFICE**

- a) The Clerk asked Council to consider paying a monthly office rent of £15 (£1 per contracted hour worked) due to the Parish Council requiring the home of the Clerk to be the place of work and point of contact. Currently no allowance is made for the Council's use of the Clerk's personal internet, utilities and document storage facility at home whilst Council business is conducted.
- b) The Clerk asked Council to consider a flat rate for stationery and printing expenses. As the Clerk also works at home for another parish council, it is not practical to purchase, store and use items per Council or personal use. Receipts would still be submitted for other Brentor specific admin expenses such as postage.

Although the budget for Clerk's expenses had already been set, Members felt the Clerk should be reimbursed. It was **RESOLVED** for the Clerk to receive, until the new Council year, £15 per month office rent and be paid a flat rate of 0.056p per printed A4 sheet and a max of 0.04p per envelope (depending on size). This would be reviewed again in May.

**8251. PARISH COUNCIL ELECTIONS (Thurs 5<sup>th</sup> May)**

The Clerk had received a timetable of the process and nomination packs from WDBC, and a 'Democracy Pack from DALC.

The Clerk reported that she had two spare nomination packs if any parishioner wanted one with more packs available from WDBC. Cllr Webster asked if any parishioners present would like a pack and passed them to those who did. Cllr Webster confirmed the deadline to submit nominations is 4<sup>th</sup> April 2011.

**8252. ANNUAL PARISH MEETING (Mon 18 April 2011)**

Members asked the Clerk to invite:

- Representatives of local organisations. As the Clerk is new, Members agreed to pass her contact details.
- A WDBC representative to talk about future provision of the public toilets in the Parish.
- Someone to speak about the Localism Bill.

The Clerk advised that PC Kevin Reed had already indicated that he will be attending.

Clerk

**8253. PUBLIC TOILETS AT CHURCH TOR**

A request from WDBC that the Parish Council pay a contribution to the running costs of these public toilets for FY2011-2012 onwards had been received after the precept had been set. WDBC had offered to allow the precept to be amended. Council had been unable to do this as no figures had been received from WDBC to do this.

WDBC requested that all or part of £780 (equates to 30% of the total running costs) is contributed otherwise there will be further budget reviews which may mean the facility is closed completely in FY2012-2013.

Members discussed this at length. It was felt that this facility should be supported by the Parish Council though it was suggested that parishioners were undecided on the matter.

As Council had not budgeted for this amount, it was suggested that for next year part of this contribution should be paid and that the Parochial Church Council be contacted to see if a partnership could be formed with the Parish Council to keep the facility going. It was **AGREED** for the Clerk to contact the PCC to explain the situation.

Clerk

**8254. CORRESPONDANCE**

Members **NOTED** the list of correspondence on the agenda.

The following correspondence had been received after publication of the agenda but could not wait until the next meeting:

- 1) Request from a home owner in the village for the Parish Council to assist in resolving an issue of highways surface water bypassing existing drains flooding onto their property by use of the Parish Lengthsman service to dig out some form of roadside channel. This situation has occurred since the slope of the lane being altered following DCC road surfacing works.

**It was AGREED that the Clerk report the matter to DCC to try and arrange for the Parish Lengthsman to undertake remedial works. If necessary, a Member can be present to show where works are necessary.**

Clerk

- 2) **NOTED** - dates for payment of precept by WDBC (to be paid in 2 installments on Tues 5<sup>th</sup> Apr £3500 and Tues 6<sup>th</sup> Sep £3500).
- 3) **NOTED** - Audit Commission notification of new appointed auditor (Jackie Bellard) and new contact details

**8255. NEIGHBOURHOOD POLICE REPORT**

There was no report from local Police. On behalf of Neighbourhood Watch, Cllr Webster said there was nothing to report. If there is any information from local police, it is e-mailed to him and he then distributes it.

**8256. COUNTY COUNCILLOR REPORT**

There was no report.

**8257. BOROUGH COUNCILLOR REPORT**

Cllr Pearce was welcomed and invited to speak.

Cllr Pearce advised that WDBC had received no communication from the Parish Council after the 20<sup>th</sup> Sept 2011 with regard to the toilet matter. He reminded Members that he had advised at the Nov 2011 meeting that WDBC would be requesting funding.

When passed, the Localism Bill will see Parish Council's having more responsibility which means they will need to budget and obtain the funds for any new services they may have to take on such as their own Parish Lengthsman. Some Parish Councils are already increasing their precept in order to have funds ready for the future.

Cllr Pearce advised that if a community wants to retain services, the future situation with the Localism Bill will be that if the community decide if they want something, they will need to arrange funding. If a service provided by a principal authority is contributed to, there is a good chance it will not be axed.

Cllr Pearce also wanted to correct an error he had seen in an article in the Brentor News. DCC Highways is responsible for road gritting and not WDBC.

**8258. REPORTS OF REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Webster had attended the recent Village Hall and Playing Field Committee Meeting:

There may be an opportunity for grant funding if a use can be found for the field and it may be easier for the Parish Council to apply for funding on behalf of the Committee.

With regard to the £1000 grant from the Parish Council, as the precept is paid in two instalments (April and September), payment of the grant would also be paid in two parts i.e. £500 in April and £500 in September.

**8259. GENERAL FINANCE**

a) Members **NOTED** the balance of accounts:

*As reported at 17 Jan 2011 meeting (min 8230) and confirmed by the 18 Feb 2011 bank statement.*

Main A/c	2798.78
Cemetery A/c	675.40
<b>Total</b>	<b>3474.18</b>

b) Members **NOTED** the receipts:

Main A/c	None
Cemetery A/c	None

c) It was **RESOLVED** 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>
B Bird	Jan/Feb 2011	215.51	-	000366	Clerk's salary/expenses
Parish Hall	01, 06, 08, 94	62.00	-	000367	Hall hire
Tindle News	706334	75.60	12.60	000368	17 Feb 2011 Tavistock Times Clerk's Vacancy ad
<b>Total</b>		<b>353.11</b>			

Cemetery A/c:

<u>Payee</u>	<u>Payee Ref</u>	<u>Gross £</u>	<u>VAT £</u>	<u>Council Ref</u>	<u>Reason</u>
B Bird	2010/2011	50.00	-	000082	Burial Clerk duties
<b>Total</b>		<b>50.00</b>			

The Clerk advised that an invoice for the sum of £38.00 from Mr Liversidge for cemetery grass cutting on 9<sup>th</sup> Mar 2011 had been received after publication of the agenda. Members **RESOLVED** to approve payment of invoice and signed Cemetery A/c cheque no. 000083.

The cost of elections was discussed. It was thought that as Parish, Borough and Alternative Vote elections were being held on the same day, Parish Councils are only to be charged one third of the cost.

**8260. MINOR ITEMS**

Cllr Webster reported that the internal auditor will be inspecting the Parish Council's FY2010-2011 records on 27<sup>th</sup> April 2011.

**8261. ITEMS FOR THE NEXT AGENDA**

Other than the items already mentioned previously in the meeting, none.

**8262. DATE AND TIME OF NEXT MEETING:**

**Annual Parish Meeting:** Monday 18<sup>th</sup> April 2011 at 7.30pm, Brentor Village Hall.

**Annual Meeting of the Parish Council:** Monday 16<sup>th</sup> May 2011 at 7.30pm, Brentor Village Hall.

**8263. CLOSE**

The meeting was formally closed at 8.47pm.