

# DRAFT

Minutes of a Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall  
on **MONDAY 16<sup>th</sup> Sept 2012** at **7.30pm**

**Present:** Cllrs T Beavon (TB) (Chair), E Hill (LH) (Vice-Chair), A Frankland (AF), C Friend (CF).

**In Attendance:** Cllr Terry Pearce (WDBC), Mrs K Palfrey (Parish Clerk).

**Public Question Time:**

No matters were raised.

**8483 APOLOGIES FOR ABSENCE** were received from Cllrs J Burrows (JB), S Burrows (SB), J Drury (JD),

**8484 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST**

None

**8485 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 16<sup>th</sup> July 2012**

It was **AGREED** that the Minutes of this meeting be adopted.

**8486 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THE AGENDA**

Members **NOTED** the action tracked circulated with the agenda.

Cllr Beavon reported that grant funding of £1,000.00 from DNPA, £400 from WDBC and £400 from DCC had been approved to assist the Council in developing a new management regime for the Cemetery. A survey would be undertaken imminently to allow a specification for initial work and ongoing maintenance to be prepared. The maintenance work would be procured in accordance with standing orders.

**TB**

Cllr Terry Pearce reported that it is likely the Police have sufficient funds to run the TAP project, he will be attending the Southern Link's meeting next week and in the absence of Cllr Drury will email the results to Cllr Beavon.

**TP**

Cllr Frankland reported the list was in progress but suggested it could be put on the website in the Brentor News and on the website in case further parishioners wished to become involved.

**AF**

**8487 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER AGENCIES**

Cllr Hill reported that she had attended the VH&PF committee meeting where the broken window was discussed. There was also significant discussion about the playing field and it was proposed to get the Parochial Church Council together with the Village Hall and Playing Field Committee to discuss open spaces. The firework display date is 3<sup>rd</sup> November 2012 and the Mistletoe Fair will take place on 8th December 2012.

Cllr Hill reported on her meeting with Chris Pancheri and Mike Whitfield regarding the Wheelwrights Stone. The proposal from the meeting was that the VH&PF committee should be encouraged to include an event as part of its Centenary celebration to act as a platform for Burn Lane interpretation and that the archive group would produce material for a presentation.

Cllr Hill expressed concern that the Localism Bill could result in personal liabilities for Parish Councillors. Cllr Terry Pearce is attending the next Southern Link meeting which will be addressing this point and will forward the minutes for Council to consider.

**TP**

**8488 DISPENSATIONS UNDER THE NEW STANDARDS REGIME/GUIDANCE FROM THE GOVERNMENT.**

It was **AGREED** by Council that dispensation requests should be made in writing, email is acceptable, to the Clerk at least 5 days before a meeting.

**8489 FINANCIAL CONTRIBUTIONS TO LOCAL ORGANISATIONS.**

It was **AGREED** by Council that organisations seeking a contribution from Council should provide information to include

- a) Last audited accounts
- b) Budgeted income and expenditure for the current financial year
- c) Purpose for which the contribution is required
- d) Report on use of previous contribution if provided.

It was **AGREED** Cllr Beavon would place an article in the Brentor News alerting organisations that Council will be considering requests for contributions. **TB**

**8490 ADOPTION OF A RECRUITMENT POLICY**

Cllr Beavon had provided a draft recruitment policy which Council **AGREED** to adopt.

**8491 PLANNING MATTERS**

a) The following planning applications had been received:

		<b>BPC Comment</b>
DNPA 0459/12	Demolish existing outbuilding and garage and replace with new, plus ancillary rooms at April Cottage Brentor.	<b>Support</b>
DNPA 0478/12	Replacement stock shed (440sqm) at Burnville Farm, Brentor.	<b>Support</b>

b) No planning decisions had been received.

c) Report on Wastor Farm.

Council noted the response from DNP enforcement officer that the only outstanding issue is the Wood Store. DNP's view was that if the owners had applied for planning permission it was likely that it would have been granted therefore they cannot take enforcement action.

**8492 WHEELWRIGHT'S STONE**

See minute 8487.

**8493 CELEBRATE YOUR COMMUNITY GRANT FUND**

An advertisement had been put in the Brentor News and the only applicant was the Brentor Community Trust who were looking for a grant of £400.00 against a total cost of £600.00 to allow old documents to be converted to PDF format and published on the village website. Council **AGREED** to endorse this application. Cllr Beavon will liaise with Brentor Community Trust. **TB**

**8494 BRENTOR TO TAVISTOCK CYCLE ROUTE**

Cllr Beavon reported that an article had been inserted in the Brentor News which resulted in a further 2 interested parties in this scheme and a group is likely to be formed. In that event Council will receive reports from the group.

# DRAFT

## 8495 GENERAL FINANCE

The Clerk distributed a bank reconciliation and cashflow sheet together with the latest bank statement dated 11 Sept 2012.

1. Receipts (£) since the last meeting:

<b>Main A/c:</b>	Aug 2012	400.00	Devon CC
	Aug 2012	5386.50	Precept 2012/2013 2 <sup>nd</sup> Installment
	Aug 2012	98.43	VAT refund

**Cemetery A/c:** NONE

2. It was **RESOLVED** to approve the following payments made since the last meeting:

M Betts	Aug 2012	128.25	-	s/o	Clerk's Salary Mth 5
M Betts	Aug 2012	73.10	-	000402	Clerks's expenses

1. It was **RESOLVED** to Approve the following payments:

**Main A/c:**

<u>Payee</u>	<u>Payee Ref</u>	<u>Gross £</u>	VAT £	<u>Council Ref</u>	<u>Reason</u>
K Palfrey	Aug 2012	42.75		000405	Clerk's additional Handover earnings
K Palfrey	Aug 2012	9.99		000406	Clerk's expenses
Ann Clark	Sept 2012	60.00		000403	Annual Bus Shelter Cleaning
Audit Commission	Sept 2012	144.00	24.00	000404	Annual Audit 2011/2012
VH & PF	Sept 2012	500.00		000407	2 <sup>nd</sup> part £1000 grant
K Palfrey	Sept 2012	171.00		s/o	Clerk's salary Mth 6

**Cemetery A/c:** NONE

2. It was **RESOLVED** to approve and sign the cashflow as at 11 Sept 2012.
3. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 11 Sept 2012.

## 8496 CORRESPONDENCE

Members **NOTED** the list of correspondence (*circulated by the Clerk at the meeting*).

- a) For action/decision

**Affordable Housing – Letters from Dan Janota Forward Planner DNPA to Brentor Council and a parishioner.** Council **AGREED** the matter is now resolved.

**Audit Commission – completion of the annual audit.** Council **AGREED** audit was satisfactory.  
**Chicks 20<sup>th</sup> Anniversary Birthday Ball.** Unfortunately no Councillor is able to attend.

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- b) For information only  
Rough Sleepers Partnership letter – poster displayed on Village Hall noticeboard.

Audit Commission – appointment of external auditor Grant Thornton UK LLP as external auditor for five years from 2012/13.

**8497 MINOR ITEMS**

Council **NOTED** the AGM of Devon Association of Local Councils

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**8498 ITEMS FOR THE NEXT AGENDA**

Those carried forward

**8499 DATE AND TIME OF NEXT MEETING** Monday 19<sup>th</sup> November 2012, 7.30pm, Brentor Village Hall

**8500 CLOSE** The meeting was formally closed at 8.20 pm.