

## DRAFT

Minutes of the Annual Parish Council Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall  
On **MONDAY 15<sup>th</sup> May 2017** at **7.30pm**

**Present:** Cllr T Pearce (Vice-Chair), Cllr J Adams, Cllr B Lemon, Cllr L Bristow

**In Attendance:** Mrs C Oxenham (Parish Clerk), Members of the Public

**Public Question Time:**

The Annual Parish Meeting was held immediately before the AGM.

Cllr Pearce opened the meeting by thanking the members of the public for coming and giving a brief outline of the work done by the Parish Council, which included the repair of the culvert, the fantastic job done by the parish lengthsman in clearing many drains and ditches to help reduce the risk of flooding, and ongoing improvements to the cemetery. Discussions took place around the newly purchased dog waste bin, with concerns being expressed by a parishioner that a similar previously installed bin had not been used. Cllr Pearce advised that there had been extensive discussions both with the Parish Council and Village Hall and Playing Field Committee regarding its purchase and maintenance and confirmed that agreements had been reached that the Parish Council would pay to have the bin emptied for the first year, after which it would be the responsibility of the VH & PFC. It was agreed that the Parish Clerk would pass details of current legislation regarding dog fouling to Mr C Dawes for him to write a piece for the Brentor News.

Mr R Meredith of the Station House was welcomed to the meeting. Cllr Pearce explained that he had received complaints that the recent change of name sign outside the Station House was leading to confusion when delivery drivers are trying to locate addresses. This is not helped by the fact that Station Road has not been formally and visibly named and also that there are 3 separate post codes in existence for 1 road. Mr Meredith explained that it had not been his intention to cause any problems. He is investing a lot of money into the property and had never intended to cause any confusion as to the naming of the property. His offer to put a plaque stating 'Station House' above the 'Station Road' sign was accepted as a solution. Mr Dawes stated it would be useful to have a map on the Brentor website of streets and post codes within Brentor which people could refer to when trying to locate properties.

Cllr Pearce introduced Mr Rob Taylor – DNP Ranger who gave an overview of the services provided by the Dartmoor Rangers. His role is primarily to look at rights of way and any problems encountered on them eg advising the public to keep dogs on leads away from lambs, nesting birds and cattle. He more recently has been trained in 'Forest Skills' a scheme he hopes to present to local schools. Ten Tors had been hugely successful and erosion across the moors caused by the many teams training and taking part in the event was carefully monitored and steps would be taken next year to change some of the routes. Other successful events held included the 2 Moors walking festival in Lydford and various other shows and guided cycle rides.

Further discussions took place about the Wheelwrights Stone and it was agreed that the Clerk would write to Mr Lee Bray archaeologist setting out a short history and asking for the DNPA views on the matter.

Lack of mobile coverage continues to be an issue for most people living in the Parish. It was agreed that the Clerk, and any other members of the public who want to, would write to the new County Councillor Philip Sanders asking for help and advice.

The APM concluded at 8pm at which time all members of the public left.

## DRAFT

- 8941 APOLOGIES FOR ABSENCE** Cllr S Burrows and Cllr J Burrows had sent their apologies.
- 8942 TO ELECT A CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr S Burrows had stated by email that she was happy to be re-elected as Chair if there were no other Cllrs interested in taking this role. She was therefore nominated by Cllr Adams. All were in favour of the appointment. The Declaration of Acceptance of Office will be duly forwarded to Cllr S Burrows for signature.
- 8943 TO ELECT A VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr Lemon proposed that Cllr T Pearce be re-appointed Vice-Chair for the ensuing year, seconded by Cllr Adams and unanimously agreed by all. Cllr Pearce duly signed the Declaration of Acceptance of Office.
- 8944 DECLARATIONS OF INTEREST** There were none to declare.
- 8945 TO APPOINT MEMBERS TO SERVE ON THE PLANNING COMMITTEE**  
All Cllrs **AGREED** to serve as members on the Planning Committee.
- 8946 TO APPOINT MEMBERS TO SERVE AS COUNCIL REPRESENTATIVES TO OTHER ORGANISATIONS**  
*Southern Parishes Link Committee* - Cllr T Pearce  
*Village Hall & Playing Field Committee* - Cllr L Bristow  
*Brentor Commons Association* - Cllr B Lemon  
*DNPA Forum* - Cllr T Pearce  
*Snow Warden* - Cllr J Adams  
Decision regarding the emergency co-ordinator was deferred to the next meeting in Cllr S Burrows absence.
- 8947 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 6<sup>th</sup> March 2017**  
It was **AGREED** that the Minutes of this meeting be adopted.
- 8948 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA**  
Members **NOTED** the action tracked circulated with the agenda.

Speed Limits – No update as Cllr J Burrows was not at the meeting.

JB

Wheelwrights Stone- As discussed at the APM, Clerk to write to Mr L Bray for advice.

CLERK

Sandbags – As CHICKS have advised that they have nowhere suitable to store sand and bags, the area at the side of the village hall needs to be revisited.

ALL

Noticeboards – The application for TAP funding has been deferred to the next Southern Links Meeting in July. Depending on other applications and money in ‘the pot’ we may not get the full amount, if any. Cllr Pearce has been advised by a member of the public that the boards were only purchased within the last 5 or 6 years but they are already in a shocking state. Clerk advised that the door on the left hand noticeboard now appears to have dropped and has to be lifted to unlock it. It was **AGREED** that the Clerk would apply to the Community Fund where successful applications are matched with 50% of the project funded, the rest being paid for by the Parish Council. (Cllr Pearce had been in contact with Cllrs J and S Burrows) who also approved). Should the application be unsuccessful, other grant funding avenues will be explored.

CLERK

Station Road renaming – Covered in the APM notes. Cllr Lemon commented that his wife had noticed that there was a road sign ‘Station Road’ by the Post Box. Cllr Pearce will speak to highways as this would indicate the road has been previously formally named.

TP

Airband/CDS update – Clerk to write to the new County Councillor Philip Sanders. It was **AGREED** that the Clerk would invite a representative from CDS to the next Parish Council meeting. It was suggested that permission to place a transmitter on the church was imminent,

## DRAFT

although Cllrs expressed concerns that broadband would still be an issue due to the many trees obstructing the line of sight. **CLERK**

Clerk will also write to BT Open Reach to ask for their suggestions.

Purchase of dog waste bin – Clerk has been liaising with Mrs S Stephens VH&PF Committee for the best location for the bin. As the person previously used by WDBC to fit them is no longer doing this job, it was agreed for her to take it to Mr M Burns who has agreed to fit it for £95.

Bus Stop Bin – It was **AGREED** by all that the Parish Council will fund the emptying of the bin, understood to be £1.30 per week. Cllr Pearce will ask someone in WDBC to contact the Clerk to arrange this and to decide if weekly or fortnightly emptying is more cost effective. **TP/CLERK**

Cemetery Wall – Cllr Pearce has now obtained a quote for removing the ivy and repairing the cemetery wall for £1500. If anybody knows of any other local builders, other quotes will be welcomed. **ALL**

It was noted that the cost of burials in the cemetery has not been increased for some time and in view of the amount of money needed to keep it in good repair, the fees may need to be brought more in line with other parishes. Clerk to add this to the agenda for discussion at the next meeting. **CLERK**

Annual Audit – Clerk has now met with Mr P Webster who has approved the accounts as internal auditor. Clerk to submit them to Grant Thornton (External auditor). **CLERK**

**8949 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS** – Nothing to report.

**8950 PLANNING MATTERS**

a) There had been no planning applications received.

b) For information only:

DNPA 0055/17	Erection of agricultural building, Perry Ash Farm, South Brentor	Grant of conditional planning permission
DNPA 0146/14	Amendment to plans Brinsbach Bungalow, Brentor	Copy of amended plan received

**8951 GENERAL FINANCE**

a) The Clerk had previously shown the Chair a bank reconciliation and cash flow sheet together with the latest bank statement dated 3<sup>rd</sup> May 2017.

1. Receipts (£) since the last meeting:

24/03/17	£1055.80	BACS	VAT Refund
28/03/17	£2500.00	BACS	TAP Fund Culvert repairs
19/04/17	£6467.00	BACS	Precept
19/04/17	£195.00	BACS	Council Tax Support Grant
03/05/17	£97.00	CQ	Morris Bros (Re Mrs MEM Woods ded'd)

## DRAFT

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

14/03/17	£58.60	CQ	Clerks admin expenses and printer
15/03/17	£3643.20	CQ	SWH Construction Ltd (Culvert Repairs)
21/03/17	£252.00	CQ	Adam Phillips (Cemetery)
24/03/17	£185.98	CQ	Clerks backdated wages
28/03/17	£20.00	S/O	Clerks admin expenses
28/03/17	£213.88	S/O	Clerks salary
28/04/17	£20.00	S/O	Clerks admin expenses
28/04/17	£272.80	S/O	Clerks salary

3. was **RESOLVED** to Approve the following payments:

15/05/17	£50.00	CQ	Tavistock Ring and Ride donation
15/05/17	£50.00	CQ	CAB donation
15/05/17	£193.20	CQ	JRB Enterprises Ltd (Dog Bin)
15/05/17	£95.51	CQ	DALC Subs
15/05/17	£343.58	CQ	Community First Trading (Insurance)
15/05/17	£600.00	CQ	VH&PFC donation
15/05/27	£50.00	CQ	Paul Webster (Internal audit)
15/05/17	£27.44	CQ	Clerks expenses
15/05/17	£403.80	CQ	Adam Phillips (Cemetery)

4. It was **RESOLVED** to approve and sign the cash flow as at 03/05/17

5. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 03/05/17

b) I. It was **RESOLVED** to approve and sign the 2016-2017 Accounts and for them to be signed by the Chair and Clerk.

II. It was **RESOLVED** to approve the supporting accounts notes and for them to be signed by the Chair and Clerk.

III. It was **RESOLVED** to approve the bank reconciliation to be submitted with the Annual Return 2016-2017 and for it to be signed by the Chair and Clerk.

**8952** It was **RESOLVED** to complete and approve section 1 of the Annual Return 2016/17 and for it to be signed by the Chair and Clerk.

**8953** It was **RESOLVED** to complete and approve section 2 of the Annual Return 2016/17 and for it to be signed by the Chair and Clerk.

### **8954** CLERKS BACKDATED SALARY

In the following week after the March PC meeting, where it was learnt by councillors that the clerk had not been fully reimbursed for the hours worked in the past, agreement had been sought by email for the clerks increase in hours agreed for financial year April 2017, to be backdated to the beginning of December 2016. Councillors had agreed this proposal by majority in their email responses and it was intended at that time for the decision to be ratified at the May PC meeting. However, due to some councillors not being present for this May PC meeting, ratifying the backdated hours decision was held over until the July PC meeting.

## DRAFT

### 8955 CORRESPONDENCE

Members **NOTED** the correspondence (*previously circulated by the Clerk*).

a) For action/decision:

Clerk had been sent a sample of an information pack suitable for distributing to new residents, which included key information eg date of refuse collections, local amenities etc. **LB**  
Cllrs agreed something similar could be useful. Cllr Bristow to produce a draft.

b) For information only:

Information from WDBC re homeowner loans  
DNPA Local Plan Review

### 8956 MINOR ITEMS

Cllr Pearce had received a complaint whilst attending the VH&PFC Meeting regarding the lack of information and visual instructions located with the defibrillator. Clerk confirmed that the device is registered with the South West Ambulance Service and as such they are aware of its location in an emergency. The defibrillator is a portable device and would not necessarily be used in the exact location of the village hall; therefore official advice is that there is no need to display an address or postcode.

As soon as the defibrillator is opened, the instructions on how to use it are given via a simple, clear voice recording. Official advice is that to have a set of written instructions may waste valuable time and are not necessary.

Training had previously been organised with a local paramedic. The paramedic has agreed to run another training session but is currently off work, awaiting an operation. He has offered to phone the Clerk when better, hopefully in a couple of months.

8957 DATE AND TIME OF NEXT MEETING Monday 17<sup>th</sup> July 7.30pm, Brentor Village Hall

8958 CLOSE The meeting was formally closed at 9.20pm.