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*Minutes of a Meeting of the BRENTOR PARISH COUNCIL held in Brentor Village Hall
on MONDAY 14th March 2016 at 7.30pm*

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

In Attendance: Mrs C Oxenham (Parish Clerk)

Public question time: There were no members of the public other than Mr D Williams who had attended specifically to talk about item 11 on the agenda, and the defibrillator, and Dr D Harris and Mrs C Kelly who had attended specifically to talk about the Christchurch Clock. The Chair dealt with these matters first, details are recorded in the minutes under the relevant heading. These parishioners then left the meeting.

8821 APOLOGIES FOR ABSENCE - All Cllrs were present.

8822 DECLARATIONS OF INTEREST – none

8823 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 18th January 2016

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

8824 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

Cemetery - Cllrs unanimously **AGREED** to accept the quote from Mr Adams as per his email dated 18th January 2016. This was for raking of grass in old cemetery £80 plus VAT/visit, an extra visit per year (cutting as per existing specification) £256.50 plus VAT and hedge trimming inside and raking up £210 plus VAT.

Cllr Pearce reported that the Tree Officer had confirmed that the top of the trees could be cut but should be done in September/October by a qualified tree surgeon. Contact details of any local trees surgeons to be brought to the next meeting. **ALL**

Speed limits - Clerk had contacted Cllr Kevin Ball for advice re speed limits. He advised that he would be discussing the matter at the next Northern (?) Links meeting and would respond after that. Cllr Pearce will also make enquiries at the next Southern Links meeting and try and arrange for someone to attend the next PC meeting. Concerns regarding cycle races and the speed with which cycles pass through the village were also raised. **TP**

Wheelwrights Stone – There is nothing further to report. It was **AGREED** that this item should remain on the agenda for the foreseeable future.

Windsor Cottage pipework – Cllr J Burrows had spoken to the owner of Windsor Cottage who was keen to sort the problem out. Cllr J Burrows will speak to him again and see what help he can offer. It was agreed that there were various issues in the village concerning the flow of water. In specific areas, people are trying to help solve localised problems. However by restricting water flow and altering the natural flow, problems are caused elsewhere. Clerk to put a notice in the Brentor News asking people not to interfere with the natural water courses. **JB**
CLERK

Cllr Pearce advised that the culvert near the phone box was close to collapse and would be very expensive to repair, possibly running into thousands of pounds. One off grants are available for this type of thing and Cllr Pearce will make enquiries at the next Southern Links meeting. **TP**

Defibrillator – Mr R Walker the paramedic had kindly offered some more training dates, the most suitable of which is the 17th May. Unfortunately the hall is not available. Clerk will check with CHICKS to see if a room could be borrowed or failing that the church. Mr D **CLERK**

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Williams had spoken to the electrician who had organised other work at the village hall. He had agreed to fit the defibrillator at a cost of £125 plus VAT. It was **AGREED** that he would organise this for 22nd March and pass the bill to the Parish Clerk for payment. A notice will be put on the box when it has been fitted, and also in the Brentor News that it must only be used by trained people. Clerk will also ask in the Brentor News if anybody already trained would be willing to have their contact details added to a list to be kept by the defibrillator.

CLERK

TP

Sandbags/bin – As nobody has come forward offering a place to keep a supply of sand and bags, an alternative solution needs to be found. Cllr Pearce will find out if it would be possible to get a couple of wheelie bins.

Christchurch Clock – Dr D Harris and Mrs C Kelly provided an update. The clock has now been serviced although the engineers are due back shortly to fix a further problem. The mesh is to be replaced to avoid birds getting caught in it and the two clock faces will shortly be synchronised. The 15 minute chime has been removed and night silencing has also been implemented which means that the clock will be silent between the hours of 10pm to 7am. The Chair expressed thanks for organising this.

Dr Harris wished it to be recorded in these minutes that ownership of the clock has been formally accepted by the Parish Church Committee.

8825 **REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER AGENCIES** – Cllr Bristow had attended the Village Hall and Playing Field Committee Meeting when the Brenstock festival was discussed. She raised her concerns that it should be an event in the first instance for the residents and families within Brentor and not for the followers of the bands hoping to attend.

8826 **PLANNING MATTERS**

The Clerk had received very basic information in the general weekly list concerning the planning matter listed below. No paperwork had been received and links to the case in question on the planning website were not working. Cllrs were concerned about the lack of information provided, especially as no reason was given for the removal of a substantial amount of hedgerow. Clerk to ask for an extension for comments until the end of the week. Cllr Pearce will speak to the case officer and get further information.

a) To consider planning applications received:

WDBC 0561/16	Removal of 15m of hedgerow, Burcombe Farm, Lane to Burcombe Farm, Brentor, PL19 0NQ	Further information is required.
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b) To note planning decisions made:

DNPA 0645/15	Replacement single storey extension for existing roof conservatory at rear of house, repositioning of reduced size rooflight in existing roof, Perry Ash Farm, Brentor	Grant of Conditional Planning Permission
DNPA 0646/15	Replacement single storey extension for existing roof conservatory at rear of house, repositioning of reduced size rooflight in existing roof, Perry Ash Farm, Brentor	Grant of listed Building Consent

8827 **CORRESPONDENCE**

Members **NOTED** the list of correspondence (*circulated by the Clerk at the meeting. Copies of which are on the Brentor village website*).

a) For action/decision:-

Change to local Bus Service 11 – Cllrs agreed that the removal of this service, in particular the 9.30 bus will have a dramatic effect on the village. It will not be practical to run a double decker bus through the village. Cllr Lemon has been approached by a parishioner who will have to give up her job as she won't be able to

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get to work. A taxi is too expensive and there is no other transport available.
Clerk to write to Cllrs Kevin Ball and Philip Sanders, MP Geoffrey Cox and Devon County Council and Citybus explaining what a massive impact the loss of this service will have.

Transparency Code – An email has been received from Kathy Hoare WDBC offering support in the creation of a dedicated webpage to publish documents needed to meet the requirements of the new Transparency Code. Clerk to write requesting further details re cost etc.

CLERK

North Devon and Torridge wind energy development consultation – North Devon and Torridge District Council are proposing that the whole of North Devon and Torridge will be designated as suitable for wind energy development. CPRE (Campaign to Protect Rural England) are asking for support in their belief that this proposal would have far reaching implications for everyone in the future and should not be supported. Cllrs agreed with CPRE. Clerk to respond accordingly.

CLERK

b) For information only:-

Thank you letter from Mary Tavy and Brentor Primary School PTFA for donation

Thank you letter from CAB for donation

LGBC – Electoral Review of Devon – Final Recommendations

Tavistock Ring and Ride Information

Annual West Devon Mayoral Awards Scheme

Ricochet – TV Production ‘Food Unwrapped’

8828 GENERAL FINANCE

The Clerk had previously shown the Chair bank reconciliation and cash flow sheet together with the latest bank statement dated 3rd March 2016.

1. Receipts (£) since the last meeting:

04/02/16 £232.81 BACS VAT refund

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

28/01/16	£207.67	S/O	Clerks Salary
28/01/16	£20.00	S/O	Clerks admin expenses
28/02/16	£207.67	S/O	Clerks salary
28/02/16	£20.00	S/O	Clerks admin expenses

3. It was **RESOLVED** to approve the following payments:

14/03/16	£252.00	000495	Adam Phillips – cemetery
14/03/16	£18.20	000496	Clerks expenses (petrol/heating)

4. It was **RESOLVED** to approve and sign the cash flow as at 3rd March 2016

5. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 3rd March 2016

8829 TAP FUND APPLICATION FOR LENGTHSMAN SERVICES

Brentor Parish Council has joined with Peter Tavy, Mary Tavy and Lydford Parish Councils to apply for a grant of £5600 to be used to pay lengthsmen for 10 days work to keep ditches and drains in the parishes serviceable when Devon County Council Highways do not have the resources or manpower to undertake this work. Cllr Bill Lane (Peter Tavy PC) is leading the

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request.

8830 AIRBAND UPDATE

Cllr Lemon reported that he was disappointed so far with the Airband progress. He had made several phone calls to Matt Barrow (Connecting Devon) and Jo Rumble (DNPA) but his calls had not been returned.

The information conveyed in the recent public consultation appears to have been misleading, especially in the references to the services BT had agreed to provide alongside Airband.

8831 BRENSTOCK

Mr D Williams informed the Cllrs that the Village Hall Committee planned to put on a music event 'Brenstock' on 16th July between the hours of 2 and 11.30pm with 6 or 7 local bands providing the entertainment. Preliminary enquiries have already been made with regards Health and Safety etc. It is the intention that a bar will be run by a licenced operator as will a hog roast. Tickets will initially be restricted to the families and residents of the parishes of Brentor and Mary Tavy with an upper limit of approximately 250 people. Cllr Lemon expressed concerns that this would cause great distress to the more vulnerable members of the parish due to the loudness of the music and finish time. Mr Williams explained that the event would be well publicised so people could make arrangements to minimise the disruption it would inevitably cause to some, but that the event would be good for the community as a whole. Cllr Pearce advised to err on the side of caution when pricing tickets. Mr Williams responded that it wasn't going to necessarily be a money making event, but more to bring the community together. Further details will be available nearer the time.

8832 COFFEE MORNINGS

Cllr Bristow asked if it was possible to raise the profile of the Parish Council at the regular coffee mornings. It was generally felt by others that information is already widely available on the Parish Noticeboards, Website and Brentor News, in addition to the regular Parish Council meetings.

8833 VILLAGE SPEED LIMITS AND PARKING

Parking in certain areas of the village, in particular around Darke Lane and the War Memorial is becoming a concern. Buses are struggling to negotiate the tight roads when cars are parked without much thought to other road users. This is a particular problem before and after the normal working day. Cllr Pearce will pass the details of the local PC Dave Chappel to the clerk to contact. A note will also be included in the Brentor News.

TP/
CLERK

8834 DRAINAGE AND WATERCOURSES IN THE VILLAGE

Comments are recorded under minute 8824

8835 STANDING ORDERS

In line with Standing Order 13 – Expenditure – the Council's financial regulations are due to be reviewed once a year. Financial Regulation 9 – Procurement Policy – currently states that *'Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value below the value of £10,000 shall be procured on the basis of three competitive quotes obtained from local businesses'*. Cllrs proposed to amend this to read *'...with an estimated value above £1000....'* Clerk to check any financial requirements with DALC before they are amended.

CLERK

8836 ANNUAL PARISH MEETING

This has traditionally been held in April/May and has been held in conjunction with a coffee morning. Previous formats have been to invite various local people to add information to a display board and to be available to talk about the services they offer. Clerk to find suitable dates.

CLERK

8837 MINOR ITEMS: TO TAKE COMMENTS ON AND NOTE ONLY ANY ITEMS OF INFORMATION OR INTEREST:

Clerk periodically receives large numbers of emails from a parishioner, whose comments are not particularly relevant to Parish Council Business. It was **AGREED** that these emails would be kept on file but that no further response was required.

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Audit – It was **AGREED** by all Cllrs that it would be in the best interests of the Parish Council not to opt out of the SAAA (Smaller Authorities' Audit Appointments) arrangements. Audit arrangements will continue as previously for this years' audit. Clerk will contact Mr P Webster who had carried out the internal audit last year and ask if he would be available again this year.

CLERK

8838 **DATE AND TIME OF NEXT MEETING**

Monday 16th May, 7.30pm, Brentor Village Hall (AGM)

8839 **CLOSE** The meeting was formally closed at 9.35 pm