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Minutes of the Annual Parish Council Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
On **MONDAY 6th July 2015** at **7.30pm**

Present: S Burrows (Chair), T Pearce (Vice-Chair), J Burrows (JB)

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

Public Question Time:

The retiring Chair Cllr S Burrows opened the meeting by explaining that there had been nobody willing to stand in the May elections and as a result, a second process of election had been followed. Within the village only 2 people (Cllrs J and S Burrows) had then submitted nomination papers and, rather than let the Parish be without a Parish Council for a further lengthy period of time, Cllr T Pearce had kindly also agreed to stand. This means that although there are only 3 Cllrs, the Parish Council is quorate and can continue its business. There remains a further 4 vacant seats and efforts will be made to co-opt Parishioners to fill these seats.

With this in mind, Cllr S Burrows asked those members of public in attendance if anyone was willing to stand. There were no positive responses although members of the public did express their thanks to those Cllrs who had stepped forward, in particular Cllr Pearce who they acknowledged was already very busy with other Council business. They also confirmed that there was a lot of support within the parish and people willing to help when required.

8756 **APOLOGIES FOR ABSENCE** none

8757 **TO ELECT A CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr J Burrows seconded by Cllr T Pearce, proposed that Cllr S Burrows be appointed Chair for the ensuing year. Cllr S Burrows duly signed the Declaration of Acceptance of Office.

8758 **TO ELECT A VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr J Burrows seconded by Cllr S Burrows, proposed that Cllr T Pearce be appointed Vice-Chair for the ensuing year. Cllr Pearce duly signed the Declaration of Acceptance of Office.

8759 **DECLARATIONS OF INTEREST** There were none to declare, although Cllr Pearce wished it to be noted that he had been involved in planning matter DNPA 0167/15

8760 **TO APPOINT MEMBERS TO SERVE ON THE PLANNING COMMITTEE**

This was deferred until the next meeting when it is hoped there will be more Cllrs. Cllr J Burrows confirmed that any planning applications will be discussed in the interim period by the current 3 Cllrs, as is the usual practice.

8761 **TO APPOINT MEMBERS TO SERVE AS COUNCIL REPRESENTATIVES TO OTHER ORGANISATIONS**

This was also deferred in the main until the next meeting although the current Cllrs were happy to continue with their previous roles.

Southern Parishes Link Committee – (for now Cllr Pearce will serve as he already attends as a West Devon member)

Village Hall & Playing Field Committee- deferred

Brentor Commons Association – deferred

Brentor Community Trust – deferred

DNPA Forum – Cllr Pearce will report

Emergency Co-ordinator – Cllr S Burrows

Snow Warden – deferred

8762 **APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 16th March 2015**

Cllr J Burrows asked if the item of correspondence listed under item 12 of the agenda from Mr

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Spratt and Ms Chapman needed to be addressed before the minutes were approved. Cllr S Burrows confirmed that the correspondence related to previous minutes. It was **AGREED** that the Minutes of this meeting be adopted.

8763 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

Speed Limits – Cllr Pearce had nothing further to report at this point but will feed back after the next Southern Links meeting later this month. **TP**

Wheelwrights Stone- Clerk read out the letter from Stephen Belli (Head of Planning), the final paragraph of which included ‘.....*Notwithstanding the Authority’s attempts to be helpful and seek mediation, the position now is that there is nothing more we can do to seek the reinstatement of the stone.....*’ It was agreed that although this was a disappointing response, further avenues could still be investigated. Cllr Pearce will speak to the conservation officer at DNP. Clerk to write again to Bill Horner (Historic Environmental Manager and County Archaeologist) for his views. Colin Dawes stated that as Mike Whitfield would not be pursuing the matter any further, he would be a willing member of the parish to assist the Council if required. **TP**
CLERK

Pipework at Windsor Cottage - this matter has now been concluded. Highways are satisfied, following a camera inspection, that there are no blockages.

Dog Warden – Clerk confirmed that the dog warden had been informed that Brentor Parish Council didn’t wish to continue with the scheme.

Brentor Inn – the Clerk reported that various emails to WDBC requesting an update had been returned unanswered. Cllr Pearce responded that there had been various changes within the staffing at WDBC and he would find out who would be responsible for future dealings concerning this matter. **TP**

Annual Parish Meeting – this was organised to run alongside the coffee morning on 2nd May.

Harlequin Group re mast at Burnville Farm – Clerk read out the email sent from Chris Hart (Planning Team Manager DNPA) to K Yeoman of the Harlequin Group which concluded with ‘.../ *am therefore not in a position to relax the strong objection to this proposal in the chosen location or offer support to a planning application if that is forthcoming.*’

CAB Donation – Clerk confirmed that this had been paid as agreed.

Notes from meeting (16/02/15) – Clerk confirmed these had been emailed to Stephen Belli as agreed.

Internal Auditor – Clerk confirmed that Paul Webster had kindly agreed to act as Internal Auditor and had successfully audited the accounts, ready to be signed off by the Parish Council and sent to Grant Thornton, who had agreed to extend the deadline until 15th July. **CLERK**

Annual Cemetery Visit to be organised for all Cllrs – this was deferred until the next meeting. **CLERK**

Election advertisements – These had been concluded. Clerk will now organise notifications in the Brentor News and on the website and noticeboard to call for other members to be co- **CLERK**

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opted onto the Council to fill the vacancies.

8764 FEEDBACK FROM ANNUAL PARISH MEETING

Clerk confirmed that she and Cllr Drury had been in attendance. Although the coffee morning was busy, there was nothing to report from Parish Council perspective. Cllr Pearce commented that he thought the practice of holding it in conjunction with the coffee morning was a good idea.

87 65 PLANNING MATTERS

a) The following planning applications had been received:

WDBC 00519/2015	Proposed :Listed Buildings Consent for replacement of 8 metal framed roof lights with Velux 'conservation' roof lights, Monks Lodge, Brentor	No comment was made as this had been an application submitted some time ago
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b) The following planning decisions had been received:

DNPA 0061/15	Conditional Planning Permission granted re Forty Winks
DNPA 0109/15	Conditional Planning permission granted re Wastor Farm, Lydford

DNPA 0167/15	Planning permission refused to demolish existing disused commercial garage and construct new dwelling at Torfield, Lydford
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Cllr Pearce informed the Cllrs that planning permission had been refused for several reasons, one of which had been the lack of planning for disposal of foul or surface water. The nearby cottage had suffered regular flooding and this problem would be made worse with no plans in place.

8766 GENERAL FINANCE

a) The Clerk had previously shown the Chair a bank reconciliation and cash flow sheet together with the latest bank statement dated 28 05 2015. Cllr Pearce queried that a cheque for DALC subs issued at the end of March still had not been presented for payment. Clerk confirmed that the next Bank statement was imminent and she would be chasing this up if it was not shown then.

1. Receipts (£) since the last meeting:

27/04/15	£6149	Bank Credit	WDBC Precept
21/05/15	£131.50	CQ	CP Coombe Funeral Directors (re WJ Horswell)

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

24/03/15	£92.49	000474	DALC Subs
28/03/15	£202.86	SO	Clerks Salary month 12
28/03/15	£20.00	SO	Clerks admin expenses
28/04/14	£202.86	SO	Clerks salary month 1

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28/04/14	£20	SO	Clerks admin expenses
01/05/15	£50	000473	CAB Donation
01/05/15	£50	000475	P Webster (Internal Audit)
19/05/15	£307.80	000477	A Phillips (cemetery maintenance)
21/05/15	£306.95	000476	Community First (Insurance renewal)
28/05/15	£207.67	SO	Clerks Salary Month 2
28/05/15	£20	SO	Clerks admin expenses
28/06/15	£207.67	SO	Clerks Salary month 3
28/06/15	£20	SO	Clerks admin expenses

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

July 2015	£4.81	000478	Clerk (error in S/O payment 28/04/15)
July 2015	£500	000479	Brentor VH and Playing Field (1 st instalment)
July 2015	£307.80	000480	Adam Phillips (cemetery maintenance)

4. It was **RESOLVED** to approve and sign the cash flow as at 28 05 2015

5. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 28 05 2015

- b) I. It was **RESOLVED** to approve and sign the 2014-2015 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 2015 and for it to be signed by the Chair and Clerk.
- IV. It was **RESOLVED** to complete and approve sections 1 and 2 of the Annual Return 2015, and for them to be signed by the Chair and Clerk.

8767 CORRESPONDENCE

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

a) For action/decision

Letter from Stephen Belli regarding requests for planning training – Clerk to respond that this is something the Cllrs would be interested in. Particularly if it would be held in the local area.

CLERK

Email from Bill Lane re Parish Lengthsman scheme – Cllr J Burrows has agreed to be point of contact. Clerk to inform Bill Lane and put a note in the Brentor News.

CLERK

Letter from Mr Spratt and Ms Chapman – It was suggested by Cllr T Pearce that the new Council were unable to amend minutes or comment on the business of a previous Council and as such, any apologies would need to be sought by Mr Spratt and Ms Chapman from individuals as they feel necessary and dealt with as a civil matter rather than as Parish Council business.

Letter from BT re 'adopt a phone kiosk' – this was a matter that had been discussed a

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couple of years or so ago. Due to the absence of mobile phone coverage in the village, it was felt that the phone box was an important asset to the village and should remain in use. Cllr J Burrows asked if it was a listed building. Clerk to make enquiries. There was concern that with no mobile phone coverage, people living in the village were at risk in an emergency. House prices and sales are also affected as it takes so long to have phone lines installed. It was suggested that DNPA be approached to consider a position which would be suitable for a mobile phone mast and the different types of masts available. Cllr Pearce to investigate. **CLERK**

b) For information only

Letter from Mr. Simon Robinson re affordable housing – Clerk read out the contents of the letter in which Mr. Robinson stated his intention to submit a detailed proposal for development of his site DNP 14/069, the site adjacent to the North Brentor Village Hall. There is nothing further to report regarding Affordable Housing. **TP**

Letter from CAB thanking the Parish Council for their donation.

Confirmation from Community First regarding insurance renewal.

Email from Jo Larsen-Burnett concerning damage to kerbs opposite 3 Station Road – this has now been resolved, although Ms Larsen-Burnett did ask if the point of contact for problems of this nature could be made clearer on the Brentor website. All Cllrs were in agreement that they were happy for their details to be published. Cllr Pearce also explained that the procedure for managing and reporting problems had changed. Any issues within the Parish should be reported to customerservices@westdevon.gov.uk when it would be passed to a locality officer who would redistribute it to the relevant department. Cllr Pearce will do a piece for the Brentor News. **TP**

Letter from the Local Boundary Commission concerning the Electoral Review of Devon County – Cllr Pearce added that the county areas were not going to be greatly altered although in some areas, the number of Councillors would be reduced.

8768 MINOR ITEMS

Cllr Pearce reminded Cllrs of the Friday deadline for voting for nominated persons in the elections to County Committee. It was proposed that votes for David Butland and Gay Hill be submitted. Clerk to return the form. **CLERK**

Cllr Pearce proposed that Brentor should join with Peter Tavy and Lydford who are pursuing an application for TAP Funding for a defibrillator. Training would be provided for up to 8 people. Cllrs S and J Burrows supported this application.

A new bin had been purchased by Cllr Drury previously and taken to the cemetery to replace the old one which was rotten. It was noted that neither this bin nor the old one had been emptied. Clerk to confirm with WDBC that they are aware the bin is there and ask for it to be emptied regularly. **CLERK**

8769 DATE AND TIME OF NEXT MEETING Monday 14th September 7.30pm, Brentor Village Hall

8770 CLOSE The meeting was formally closed at 9pm.