

DRAFT

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

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

In Attendance: Mrs C Oxenham (Parish Clerk)

Public Question Time: There were no members of the public present.

8894 APOLOGIES FOR ABSENCE - Apologies had been received from Cllrs J and S Burrows who were out of the country and Cllr Lemon who is recovering from surgery.

8895 DECLARATIONS OF INTEREST There were none to declare.

8896 APPROVAL OF THE MINUTES OF THE COUNCIL MEETINGS HELD ON 12th SEPTEMBER 2016

It was **AGREED** that the Minutes of these meetings be adopted.

8897 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

Cemetery Tree Maintenance – The Clerk has contacted Mr A Phillips who offered advice and assistance regarding the maintenance of the trees. Cllr Pearce will contact Mr B Beasley (Tree Officer DNPA) for further advice. It was proposed by Cllr Pearce and unanimously **AGREED** by Cllrs Bristow and Adams to continue to use the services of Mr A Phillips for the routine cutting and maintenance of the cemetery for another year. **TP**

Clerk had previously received an offer from a parishioner to pay for the repair of the cemetery gates. Princetown Forge has inspected the gates but unfortunately they are too rusty to repair. A verbal quote of £785 has been received for replacing them with similar, cost to include fitting, painting etc. This has been conveyed to the person who made the original offer and who has kindly agreed to pay for half of the repair. It was unanimously **AGREED** by all Cllrs to accept this generous offer and for the Parish Council to pay the other half of the bill. Clerk to get both offer and quote in writing and then proceed with the job. **CLERK**

Speed Limits – Cllr J Burrows had reported that there was no further progress. **JB**

Wheelwrights Stone- To remain as a listed item within the minutes. **ALL**

Culvert Repair – Clerk has received confirmation from SWHCivils that the repair to the culvert is still on schedule to be carried out on 21st November. **CLERK**

Sandbags – Cllr J Burrows had reported that he had contacted Travis Perkins re the supply of sand and dumpy bags and will organise this in his return. **JB**

Noticeboards – Cllr J Adams has still not received a quote. Cllr Pearce suggested that it may now be worth looking into alternative companies. Clerk to make enquiries into larger companies which supply them and Cllr Pearce to find out if there are any grants available for this type of purchase. It was agreed that any new noticeboard would be better placed just behind the railings rather than under the hedge at the side of the parking area. **CLERK/TP**

Station Road renaming - Cllr Pearce is waiting for new forms to become available from WDBC which he will forward to the Clerk when received. **TP/CLERK**

Airband/CDS update – Cllr Lemon had reported that there had been no further progress and **BL**

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the service was still not available.

VH and PF Letter – Clerk confirmed that this had been sent. No reply had yet been received.

Dates for next year's meetings have now been circulated to Cllrs.

8898 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS

Cllr Bristow had been unable to attend the last VH and PF Committee meeting due to work.

Cllr Pearce had attended the Southern Links Meeting when various items were discussed including more cuts which are to be made.

Cllr Pearce will be unavailable between the 20th and 30th November during which time the next National Park Forum will be taking place. Any other Cllr is able to go in his place should they wish.

8899 PLANNING MATTERS

a) The following planning applications had been received:

DNPA 0593/16	Removal of garage and erection of replacement single storey garage/secure storage at 1 Station View, Brentor	
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Cllrs were concerned that the plans indicate that although the request is for a single storey building, the plans indicate an upper window located on the gable end. Cllrs were also concerned with the size of the proposed structure which according to the block site plan is bigger than the house. The measurements on the paperwork sent to the clerk are illegible. Clerk to contact DNPA with concerns and for further clarification.

CLERK

8900 AUDIT REPORT

Clerk reported that the audit had been successfully approved by Grant Thornton. Advisory notes were attached mainly concerning the reporting of Fixed Assets, the requirement for the Annual Governance Statement and Accounting Statements to be recorded as separate minutes when signed by the Chair and a misallocation by the clerk of one cheque which had been presented for payment on 1st April and should therefore be accounted for in the 2016/2017 financial accounts.

8901 GENERAL FINANCE

The Clerk had previously shown the Vice-Chair a bank reconciliation and cash flow sheet together with the latest bank statement dated 3rd November 2016

1. Receipts (£) since the last meeting:

04/10/16	£6208	BACS	2 nd Half precept
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2. It was **RESOLVED** to approve the following payments made since the last meeting:

28/09/16	£213.88	SO	Clerks Salary
28/09/16	£20.00	SO	Clerks admin expenses
30/10/16	£213.88	SO	Clerks salary
30/10/16	£20	SO	Clerks admin expenses

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

14/11/2016	£600.00	000508	VH and PF Committee (2 nd Half donation)
14/11/2016	£403.80	000510	Adam Phillips (Cemetery)
14/11/2016	£120.00	000511	Grant Thornton (Audit)
14/11/2016	£16.20	000512	Clerk admin
14/11/2016	£76.60	000513	SLCC – Yellow Book
14/11/2016	£50.00	000514	Royal British Legion (Poppy Wreath)

4. It was **RESOLVED** to approve and sign the cash flow as at 28/10/16

5. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 28/10/16

8902 **2017-2018 BUDGET**

A copy of the budget for this year along with projected figures for next year was given to each Cllr. The draft budget will be finalized at the next meeting. **ALL**

8903 **JOINT LOCAL PLAN**

Cllr Lemon had made several observations about the information contained in the Joint Local Plan. Clerk to convey them to DNPA. **CLERK**

8904 **CORRESPONDENCE**

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

a) For action/decision:-

Requests for donations had been received from the CAB and Tavistock Ring and Ride. **CLERK**
Both organisations had been supported previously. Clerk to advise that these requests will be dealt with at a future meeting.

b) For information only:

Proposed closure of telephone boxes – Clerk advised that there were currently two surveys being carried out regarding public phone boxes. The first by BT and administered by the Dartmoor National Park concerns the phone box in Brentor. Clerk confirmed that she has already submitted a response on behalf of BPC to support the phone box remaining open. The second survey being carried out by WDDB does not include the phone box in Brentor.

8905 **MINOR ITEMS**

Cllr Bristow asked if an article could be submitted to the Brentor News asking villagers to be vigilant when using rat poisons. There have been recent incidents of dead moles being found in gardens, with no apparent injuries. Clerk will do a note. **CLERK**

8906 **DATE AND TIME OF NEXT MEETING** Monday 23rd January 2017, 7.30pm, Brentor Village Hall.

8907 **CLOSE** The meeting was formally closed at 8.50pm.