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*Minutes of a Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
on **MONDAY 18th January 2016 at 7.30pm***

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

In Attendance: Mrs C Oxenham (Parish Clerk), 5 members of the Public

Public question time: Mr D Williams raised the matter of the defibrillator. Discussions regarding this are recorded under minute 8807. A member of the public raised issues concerning the Christchurch Clock listed on the agenda. Comments are recorded under minute 8815. Public question time was interrupted to hear from Mr A Phillips re the cemetery (minute 8807). Public question time then resumed. A parishioner commented on the amount of dog mess on the playing field. It was agreed that whilst this was a VH and PF matter, the Parish Council did think that a bin should be reinstated at the playing field and Cllr Pearce thought the dog warden service could be of use again. Cllr Bristow suggested that an article be included in the Brentor news asking people to also remind their visitors to be vigilant. Mr Williams will pass these comments on to the VH and PF Committee members.

8804 APOLOGIES FOR ABSENCE - No apologies had been received.

8805 DECLARATIONS OF INTEREST – Cllr Pearce declared an interest in Planning matter WDBC 2671/15/FUL Rosebank Barn

8806 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 9th November, 2015

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

8807 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

Cemetery – Cllrs heard from Mr Phillips who has been maintaining the cemetery for the last 3 or 4 years. He explained that an area had been set aside as a nature reserve area, something the current Cllrs were unaware of. The suggested maintenance plan suggested in the ecology report (some 40 pages long) written some years ago was impractical to maintain mainly due to cost and time constraints and Mr Phillips' contract had therefore been agreed on his suggested cycle of cutting 3 times a year. He is trying to return the bottom area of the cemetery to a wildflower meadow. Although most of the bracken and nettles have now been removed, this is a long term project. He explained that the grass does look 'messy' prior to the first cut of the year as nothing is done between September and May. He currently maintains the inside of the hedges at this time of the year and the top is organised by the Councillor. Mr J Drury had been approached by a parishioner who had commented on the 'state' of the cemetery. Cllr Lemon agreed that the paths were very overgrown but that there had to be a balance between those who wanted to visit the cemetery to see their loved ones and those who want to see it conserved. There was currently no amount set aside in the budget for the old grass to be raked. Mr Phillips agreed it would be possible for him to schedule in an additional cut.

Cllr Pearce had met with the Tree Officer regarding the maintenance of the trees and the power cables running through them but had heard nothing further. He will chase the matter up. **TP**

It was **AGREED** that Mr Phillips would trim the hedge again and would provide a quote for the addition services of providing an additional cut and raking the grass in the old cemetery in time for the next Parish Council meeting.

Cllrs thanked Mr Phillips for taking the time to come to the meeting.

WDBC – Consultation on prior notification of change of use. Clerk confirmed that the Cllrs comments from the previous meeting had been passed on.

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Royal British Legion donations for wreath. Clerk confirmed that although the wreath had been paid for, the cheque remained unrepresented on the latest Bank Statement. Clerk to investigate. **CLERK**

Speed limits – Cllr Pearce advised that VAS signs could not be used on roads where the National Speed Limit was in place and further funding for these signs could not therefore be pursued. Cllr Lemon asked if it would be possible to investigate having a speed limit imposed. Clerk to write to the County Councillor Kevin Ball for advice. **CLERK**

Wheelwrights Stone – There is nothing further to report.

Brentor Inn – Cllr Pearce has looked through documents relating to this from many years ago. The wording on one of the original documents from 1983 relating to the bungalow does state that the bungalow CAN be occupied by the owner, manager or occupants of the public house. There is therefore nothing further to pursue regarding this and the two gentlemen who attended the last meeting were correct in their understanding of the outstanding matters.

Windsor Cottage pipework. Cllr Pearce advised that Highways have confirmed that they have done all they can. It is not the Highways responsibility to rectify the problem as it is on the owners' property. This has also been confirmed by the lengthsman. Cllr Pearce stated that new legislation is coming in in April and he will look further into the matter then, he will also speak to the chief engineer and ask him to visit. **TP**

Mobile Phone Coverage. Clerk reported that she had emailed the Harlequin Group but had not received a reply, other than to say the previous point of contact Katie Yeoman had now left. Cllr J Burrows reported that he had emailed Dan Jones to ask if there were any pending planning applications and was waiting for a reply.

Procedural note to be written for reporting problems within the village. Cllr Pearce asked that this item be removed from the action log. Members of the public should go to the WDBC website where they will be directed to the correct person who can deal with any enquiries they have.

Defibrillator. Mr D Williams spoke on behalf of the VH and PF Committee. It has been agreed that the most suitable place to put the defibrillator will be outside the village hall. They have been advised by their insurance company that they have to be the owners of the defibrillator to be able to insure it. The question of ownership remains. Cllr Pearce will let Mr Williams have the contact information to ask Lesley Smith at DALC for advice. Quotes for fitting the defibrillator are needed. Clerk will contact the Peter Tavy PC, local man Trevor Davy and one other person for quotes. Once suitable quotes have been obtained it was **AGREED** that Mr Williams will sort out the fitting and insurance and the Parish Council will pay the bill. Clerk will also contact Richard Walker the paramedic who had previously agreed to carry out training and will organise a new date. **TP**
CLERK
CLERK

Location of sandbags. Clerk had put a notice in the Brentor News asking if anyone was willing to keep them on behalf of the parish but there had been no response. It was suggested that a further notice be placed. **CLERK**

Community Self Help Plan. Two people had come forward and offered to be included on a village information page of who could be contacted in an emergency. A further request to be made in the Brentor News.

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8808 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER AGENCIES – Nothing to report.

8809 PLANNING MATTERS

Cllr Pearce commented on the lack of response from fellow Councillors when the Clerk had issued copies of planning requests and stressed the importance of responding. Cllr Bristow asked for clarification of the process. Cllr Pearce explained that in the first instance all Cllrs should look at the full planning application on the relevant website and visit the location if they feel it is necessary. Cllr S Burrows added that there was often not enough time to respond within the required time. Clerk will in these cases ask for an extension from the relevant authority.

a) To consider planning applications received:

DNPA 0645/15	Replacement of single-storey extension for existing conservatory at rear of house and repositioning of reduced size rooflight in existing roof at Perry Ash Farm, Brentor (Full Planning Application)	No objections
DNPA 0646/15	Replacement of single-storey extension for existing conservatory at rear of house and repositioning of reduced size rooflight in existing roof at Perry Ash Farm, Brentor (Listed Building Consent)	No objections
WDBC 01190/2015	Replacement of White Lady Bridge, Lydford	Support
WDBC 2671/15/FUL	Application for replacement dwelling Rosebank Barn, Road from Cloberry House to Brentor Cross, Brentor	No comments to make

b) To note planning decisions made:

DNPA 0530/15	Installation of first floor window, Broadmead Cottage, Darke Lane, Brentor PL19 0LS	Conditional Planning permission granted
DNPA 15/0048	Proposed Tree Works, The Coppice	Tree Preservation Order not in force

8810 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:-

Request for support TAP funding CAB – Councillors unanimously **AGREED** not to support this application. Especially in view of the fact that support in the form of a donation was also being sought.

Growing a rural community questionnaire – There was a request within the questionnaire for a Parish Councillor to serve on the Rural Parish Sounding Board. Cllrs felt unable to commit to serving on this panel.

Request for delivery of sandbags. Cllrs **AGREED** that there was no point in requesting more sandbags until somewhere to keep them had been found.

Mary Tavy Parish Council TAP fund request. It was felt that this was an open request for a PC to join forces and request TAP funding for a number of ideas which could benefit local communities. Clerk to contact Mary Tavy Clerk and ask for more specific details before any support could be considered.

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b) For information only:-

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Thanks from Sue Stephens, Treasurer of Brentor Village Hall and Playing Field for Grant.

Funding Circle

Geoffrey Cox QC MP Surgery Dates (a copy is also on the noticeboard)

Information from the Lieutenancy Office re the Patrons Lunch, St Pauls Cathedral

The Queen's 90th Birthday Beacon

Devon Air Ambulance Trust – Community Helipad

Information from NHS re patient advice and complaints team

8811 REQUESTS FOR GRANTS

Four requests for grants had been received.

CAB – It was **AGREED** that the PC would again support the CAB and a cheque for £50 will be sent.

Tavistock and District Local Transport Partnership – It was **AGREED** that although people within the Brentor Community don't currently use this service, it should be supported and promoted to allow it to continue. A cheque for £50 will be sent. Clerk will also ask for a poster to put up in the village hall and a leaflet will be displayed in the Bus Shelter.

VH and PF Committee – Mr D Williams provided an income and expenditure breakdown. He explained that whilst there appeared to be a lot of money showing in the reserves, these were being built up as eventually the Village Hall may have to be rebuilt (it is a timber structure originally constructed in 1912). Historically the PC has agreed a sum of money which has been used towards the cost of the insurance premium, which is currently approximately £1300.

Cllr Pearce thanked the committee for their work which benefits the whole community and proposed a sum of £1200, seconded by Cllr J Burrows. It was **AGREED** that this be paid in 2 halves following receipt of the precept.

Mary Tavy and Brentor Primary School PTFA – a request had been received for a donation of £200 towards new nativity costumes. It was **AGREED** that a donation of £50 be made.

8812 GENERAL FINANCE

The Clerk had previously shown the Chair bank reconciliation and cash flow sheet together with the latest bank statement dated 29 December 2015.

1. Receipts (£) since the last meeting:

03/10/15 £234.50 Cemetery income

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

November 2015	£207.67	S/O	Clerks Salary month 8
November 2015	£20.00	S/O	Clerks admin expenses
December 2015	£207.67	S/O	Clerks salary month 9
December 2015	£20.00	S/O	Clerks admin expenses

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

18/01/16	£70	000488	Village Hall and Playing Field Hall Hire
18/01/16	£77	000489	SLCC (Subs)

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18/01/16	£30	000490	DALC course (Cllr Bristow)
18/01/16	£21.60	000491	Clerks expenses (fuel and stamps)

4. It was **RESOLVED** to approve and sign the cash flow as at 29th December 2015
5. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 29th December 2015

8813 **PARISH PRECEPT AND NEXT YEARS' BUDGET**

Cllrs considered the draft budget prepared following the previous PC meeting. It was agreed that a further figure for election costs would not be required this year but that money this year would be required for the purchase of new village noticeboards. Insurance was increased as were donations and cemetery expenditure to allow for an additional cut per year. A healthy bank balance is predicted at the end of the financial year but substantial provisions should be made from this for future election costs, emergencies and contingencies, additional cemetery expenses and watercourses. It was **AGREED** that a precept of £12629 would be set.

8814 **VILLAGE NOTICEBOARDS**

It is noted that these are currently in a bad state of repair and will probably need replacing. A provision has been made for this in this years' budget.

8815 **CHRISTCHURCH CLOCK**

An email had been received from Dr David Harris, Brentor Churchwarden advising that as ownership could not be established, repairs would be undertaken by the church. A parishioner asked if it would be possible to reduce the frequency of the chiming which had previously been set to every 15 minutes. Clerk will pass these comments on to Dr Harris. Cllr Pearce had previously been advised that the clock belongs to the village but its maintenance had previously been supported by the PC. It was **AGREED** to invite Dr Harris to the next meeting to see if further progress can be made.

CLERK

8816 **VILLAGE WATERCOURSES**

An amount is to be set aside for the maintenance of watercourses in the budget.

8817 **E-CORRESPONDENCE**

Cllr S Burrows was concerned about the large volume of correspondence now being received via email, which can result in important messages requiring a response to be 'lost'. The Clerk currently forwards all emails to Cllrs for their consideration. It was **AGREED** that in future items requiring a response would be marked to show this.

8818 **MINOR ITEMS: TO TAKE COMMENTS ON AND NOTE ONLY ANY ITEMS OF INFORMATION OR INTEREST:**

Cllr Bristow wished to share that she had found the recent course for New Councillors extremely useful and informative and suggested that others may also like to attend. Clerk will find out and distribute dates.

CLERK

8819 **DATE AND TIME OF NEXT MEETING**

Monday 14th March 2016, 7.30pm, Brentor Village Hall

8820 **CLOSE** The meeting was formally closed at 9.45 pm