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Minutes of the Annual Parish Council Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
On **MONDAY 16th May 2016** at **7.30pm**

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

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

Public Question Time:

Cllr S Burrows opened the meeting following a summary of Council business to date at the Annual Parish Meeting which had preceded this. 10 minutes of Public Question time was held after item 8 on the agenda –Affordable Housing in which concerns were raised by some who still felt that affordable housing was not required, whilst others felt there was a real need. Cllrs replied that there is a government requirement for affordable housing to be provided and it is the role of the Parish Council to work with planners to avoid having inappropriate buildings imposed on the village. A parishioner raised a concern that only 1 housing site had been deemed suitable and therefore any other applications would not be considered. Ms Rehaag (WDBC) responded that all planning applications would be considered but there had only been the 1 submitted regarding the Hammer Park Site. Concerns were also raised that ‘no other land owners’ had been consulted prior to this PC meeting. Cllr Pearce responded that Mr Prime had contacted the Parish Clerk 2 months ago to ask for the opportunity to speak at the PC Meeting, it was not the responsibility of the Parish Council to contact other land owners who were free to come forward to the DNPA if they wanted to.

8840 APOLOGIES FOR ABSENCE Cllr L Bristow

8841 TO ELECT A CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

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

8842 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.

8843 DECLARATIONS OF INTEREST There were none to declare.

8844 TO APPOINT MEMBERS TO SERVE ON THE PLANNING COMMITTEE

All Cllrs **AGREED** to serve as members on the Planning Committee.

8845 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

Emergency Co-ordinator - Cllr S Burrows

Snow Warden - Cllr J Adams

8846 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 14th March 2016

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

8847 AFFORDABLE HOUSING

Cllr S Burrows invited Alex Rehagg WDBC and Steve Prime South Devon Rural Housing Association to provide an update on the current position regarding Affordable Housing. Ms Rehaag advised that proceedings around the Hammer Park site had halted some time ago due to the company Bibio folding. Whilst the need for Affordable Housing remains, funding for this type of venture is becoming increasingly difficult.

Mr Prime from South Devon Rural Housing Association gave a short presentation. He explained that his company specialised in helping to facilitate affordable housing on any site which became available, particularly in small rural villages. He confirmed that he was not a developer but a housing enabler who provided a service to help people buy or rent discounted properties.

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His company works with communities to help them develop sites and would take responsibility for tendering the available housing and liaising with owner and builder. Cllrs were concerned that since the survey identifying the need for Affordable Housing had been carried out so long ago, there may now be a different need and certain aspects of the village infrastructure had since changed. Ms Rehaag advised that the information collated was usually considered valid for 5 years but that to have a new survey would probably cost in the region of £2000.

Cllr S Burrows thanked Ms Rehaag and Mr Prime for coming to the meeting. Ms Rehaag can be contacted at arehaag@westdevon.gov.uk

8848 TAP Fund – PARISH LENGTHSMAN

Cllr B Lane from Peter Tavy Parish Council had written advising that although a sum of £5600 had been secured by the 4 parishes concerned (£1000 having been awarded to Brentor), WDBC were unwilling to make payments as and when work had been undertaken, but had agreed to make 4 payments throughout the year when the total of works done reached £1400. Cllrs unanimously **AGREED** to accept the proposal from Cllr Lane that all invoices would be paid by the individual parishes and then passed to him to retain. Once the combined invoices reach £1400, Cllr Lane will submit a request to WDBC and will then reimburse each Parish as appropriate. Lengthsman to be contacted to organise a list of jobs.

8849 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

Cemetery Tree Maintenance – Cllr Pearce had contacted a local tree surgeon for a quote but was yet to hear back. The Clerk also had a number to contact. To report back at the next meeting.

TP/CLERK

Speed Limits – It was **AGREED** that the next step is to involve the local MP Geoffrey Cox. Clerk to write asking for advice on how to change the speed limit along the road between the Tavistock side of the Church entrance and below Cloberry House (proposed 40 mph) and within the village between the Brentor signs to 30mph

CLERK

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

Pipework at Windsor Cottage – Cllr J Burrows to continue to liaise with the owner of the cottage who is willing to rectify the drainage problem and the local farmer whose land is being affected.

JB

Information re grants for repairing the culvert near the phone box – Clerk to pursue the free help offered in a recent DALC publication.

CLERK

Defibrillator update – Training has been organised for the 17th May 2016. Clerk will write a small article for the Brentor News.

CLERK

Sandbags – Cllr J Burrows has been offered the use of a storage area by a parishioner. He will find out if it is more convenient to have 20 filled bags and a surplus of sand or 1 tonne of sand and empty bags.

JB

Bus Service 11 – Clerk reported that all avenues had been pursued. Unfortunately surveys had been carried out and it had been proved that the bus service was seldom used, hence the reason for its removal

Transparency Code update – Clerk reported that she had contacted Kathy Hoare WDBC for

CLERK

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further information regarding the offer of a dedicated webpage on which the required documents/financial information for the PC can be published but was yet to have a response.

Speed limits and parking – Clerk confirmed that this item had been mentioned in the Brentor News.

Financial Regulations – It was unanimously **AGREED** to amend number 7 – Internal Audit – to read '*an Internal Auditor carries out a system of internal audit annually. The Clerk at the Council meeting following completion of the Audit makes a report of the findings of the Internal Audit to the Council*', and to amend 9 – Procurement Policy (b) '*Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value above the value of £1000 shall be procured on the basis of three competitive quotes.....*'

Annual Parish Meeting – This was held prior to this APCM.

8850 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS - None

8851 PLANNING MATTERS

a) The following planning applications had been received:

| | | |
|---------------------|---|--|
| WDBC 0561/16/HRN | Removal of hedgerow, Burcombe Farm Lane to Burcombe Farm, Brentor | Clerk to again request clarification of amount – 15m or 1.5m |
| DNPA 0141/16 | Erection of side extension, South Brentor Farm, Brentor | Neutral |

8852 GENERAL FINANCE

a) The Clerk had previously shown the Chair a bank reconciliation and cash flow sheet together with the latest bank statement dated 28.04.16

1. Receipts (£) since the last meeting:

| | | | |
|----------|-------|-------------|--------------|
| 25/04/16 | £6421 | Bank Credit | WDBC Precept |
|----------|-------|-------------|--------------|

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

| | | | |
|----------|---------|----|-----------------------|
| 28/03/16 | £207.67 | SO | Clerks Salary |
| 28/03/16 | £20.00 | SO | Clerks admin expenses |
| 28/04/16 | £207.67 | SO | Clerks salary month 1 |
| 28/04/16 | £20 | SO | Clerks admin expenses |

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

| | | | |
|----------|---------|--------|---|
| 14/03/16 | £18.20 | 000496 | Clerks expenses (Jan & Feb) |
| 16/05/16 | £94.51 | 000497 | DALC Subs |
| 16/05/16 | £50.00 | 000498 | P. Webster (Internal audit) |
| 16/05/16 | £323.49 | 000499 | Community First Trading (Insurance) |
| 16/05/16 | £307.80 | 000500 | Adam Phillips (Cemetery) |
| 16/05/16 | £97.65 | 000501 | Brentor VH & PF (Defibrillator fitting) |
| 16/05/16 | £600.00 | 000502 | Brentor VH & PF (Donation 1 st half) |
| 16/05/16 | £21.60 | 000503 | Clerks expenses (Mar & Apr) |

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4. It was **RESOLVED** to approve and sign the cash flow as at 28.04.16
 5. It was **RESOLVED** to approve and sign the Bank Reconciliation as at 28.04.16
- b) I. It was **RESOLVED** to approve and sign the 2015-2016 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 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 2016, and for them to be signed by the Chair and Clerk.

8853 CORRESPONDENCE

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

- a) For action/decision

Letter from Mr. and Mrs. Harris re Trees – Cllrs had no objections to the proposals suggested in the letter.

- b) For information only:

Brent Tor Church Council letter to Airband

CPRE re Best Kept Village Competition

Connecting Devon and Somerset

Dog Fouling

8854 MINOR ITEMS - none

8855 DATE AND TIME OF NEXT MEETING Monday 18th July 7.30pm, Brentor Village Hall

8856 CLOSE The meeting was formally closed at 9.05pm.