

# DRAFT

Minutes of the Annual Parish Council Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall  
On **MONDAY 2<sup>nd</sup> July 2018** at **7.00pm**

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

**Apologies:** none

**In Attendance:** Mrs C Oxenham (Parish Clerk)

**Public Question Time:** No members of the public were in attendance.

**9058 APOLOGIES FOR ABSENCE** None

**9059 DECLARATIONS OF INTEREST** Cllr L Bristow declared an interest in planning matter DNPA  
0309/18

**9060 PUBLIC QUESTION TIME**

In accordance with Brentor Parish Council Standing Orders adopted January 2015, a reminder of the appropriate procedures to be adhered to at all meetings was issued. The main points being a maximum time limit of 15 minutes will be allowed at the beginning of each meeting. The time limit for each member of the public to speak is 3 minutes. Written statements must be received by the Clerk at least 3 days prior to the meeting. A full copy of the notice 'Public Participation at Parish Council Meetings' to be added to the website and placed on the noticeboard. Cllr T Pearce to provide clerk with the correct wording to display on each agenda.

**CLERK**

**TP**

**9061 PLANNING MATTERS**

a) For consideration

WDBC 1663/18/HHO	Householder application for construction of stables comprising of three 12' x 12' loose boxes with 4' overhang – Rosebank Bungalow, Brentor
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There were no further comments regarding this application.

DNPA 0306/18	Erection of Garden Room. Sunnyside, Brentor
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No objections

DNPA 0309/18	Erection of entrance porch 3 Chapel View, Brentor
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Neutral view. Cllr L Bristow stayed in the meeting at the invitation of the Chair but took no part in the discussion or decision.

It was AGREED in general that as only 21 days' notice is allowed for comments by the Parish Council, interim meetings would sometimes be necessary if applications are received in between the regular meetings. Not wishing to provisionally book the hall every fortnight, Clerk will ask if it would be possible to use the church as the meetings are expected to be short and infrequent.

**CLERK**

**9062 CEMETERY**

Following the recent cemetery visit made by Cllrs Pearce, Bristow and Lemon, various issues were highlighted including:-

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### a) Yew Tree Hedge

This is in need cutting to a manageable height and tying in. Cllr Pearce has been in touch with the Tree Officer and will provide a list of suitable companies for the clerk to contact for a quote to reduce the height of all the yew trees on the roadside hedge and tie in the lower branches.

TP/CLERK

### b) Removal of dead/deteriorated floral tributes

In accordance with Brentor Parish Council Cemetery Regulations, item 13 states '*floral tributes should be in keeping with the season of the year and the Parish Council reserves the right to remove floral tributes including those made of artificial materials when degraded by the elements*'

Clerk suggested that she could call in and check the cemetery once a month when the defibrillator check is made. Cllr L Bristow also said she would be happy to help.

CLERK/LB

### c) Grass cuttings

The grass cuttings are piling up alongside the hedge and as well as looking unsightly, appear to be damaging the ground and hedge around them. It was suggested that they could be removed when the grass is cut. Cllr Bristow thought more could be done to keep the areas around the graves tidier and felt that the cemetery in general could do with more general care. All agreed that it was the responsibility of the Parish Council to maintain standards and keep it tidy. Clerk to invite Mr A Phillips to come to the next PC meeting to answer further queries. It was also suggested that a new job specification is written before asking for tenders in the future.

CLERK

### d) Recent work to existing graves

Clerk has confirmed that the recent works carried out to the Horswell graves were in fact the original kerb sets being replaced following the funerals some time ago. The funeral parlour had held on to the kerb sets, expecting further inscriptions to be requested but as this has not happened, they have just returned them to their original position.

### e) Maintenance of leaning headstones

There is no formal procedure in place for dealing with leaning headstones and in many cases, it will be hard to trace the families responsible as they are so old. It was **AGREED** that the Clerk would contact Pascoe and Son (local monumental masons), to ask them to come and give a quote for any they think are dangerous.

CLERK

### f) Brickwork around the gate/ funding update

Clerk has completed the application form for Community Funding but needs 3 quotes to accompany it. Cllr Pearce has contacted Ms J Rumble (Community Officer at the National Park) who will visit and see if the original stone can still be sourced. Once she has been, Cllr Lemon and Cllr Pearce will organise quotes and clerk will go back to the original quote and ask for an updated price.

TP/BL

### g) Contact details sign

The clerks contact details on the sign fixed to the cemetery gates is incorrect (the contact phone number has changed since it was made). It was **AGREED** that the clerk would find

CLERK

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some way of blanking the phone number out. The email contact address is still the same.

### **h) Request for donation of bench**

Clerk has received a request from a family wishing to donate a bench for people to sit on when visiting the cemetery. After further contact with the family, it transpired that the cemetery is Christchurch churchyard and the enquiry has been passed on.

### **9063 MINOR ITEMS/ANY OTHER BUSINESS**

Mr Adam Holland (marathon runner) has contacted the Parish Council as a matter of courtesy as he is planning a run (involving approximately 100 people) passing through Brentor ahead of his wedding on 1<sup>st</sup> December. Although there are various safety concerns (it is on the same day as the Mistletoe Fair, the number of vehicles/people will have a huge impact on the village etc), Mr Holland *has* organised events of this nature previously and as part of his insurance requirements, he is also obliged to notify the police. Councillors appreciate as this is happening in a public place there is little which can be done and wish Mr Holland well on his wedding day. They also suggested that he contact CHICKS to see if they are able to help with parking. Clerk will advise.

**CLERK**

Darke Lane – Cllr Pearce has been sent an email from the Park Ranger Mr Rob Taylor, enclosing a quote of £425 plus VAT for work to be done to Darke Lane, namely to clear paths and supply 4 tonnes of stone. It has been suggested that if the Parish Council are in agreement to paying half, DNPA will pay the rest. Cllrs AGREED in principle but had concerns that the amount of stone would not be nearly enough. They also asked for clarification that the quote would cover rolling the stone in so that it would be suitable for tractors and also queried where the excess mud would go and what area the work was to cover. Clerk to email a copy of the quote to Mr Andrew Watson (DNPA) as requested by Mr R Taylor and ask for clarification.

**TP**

Village Map – Mr R Taylor has suggested looking at the map in the car park by St Michael De Rupe as a possible suggested way forward for an interpretation board. To be discussed further at the next meeting.

**9064 DATE AND TIME OF NEXT MEETING** Monday 16<sup>th</sup> July 7.30pm, Brentor Village Hall

**9065 CLOSE** The meeting was formally closed at 8.53pm.