

DRAFT

Minutes of the Annual General Meeting of **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
On **MONDAY 13th May 2019** at **7.30pm**

Present: Cllr T Pearce (Chair), Cllr B Lemon, Cllr L Bristow, Cllr D Percival

Apologies: none

In Attendance: Mrs C Oxenham (Parish Clerk)

PUBLIC QUESTION TIME

There were no members of the public present, however, the clerk had received an enquiry from the VH&PF Committee referring to an email sent to them by Cllr B Lemon and copied to his fellow Cllrs concerning proposals for the use and management of the playing field. The committee wished to know if the views expressed by Cllr Lemon were his own personal views, or if they were representative of the views of the Parish Council. There followed a heated exchange where it was accepted that Cllr Lemon, although entitled to his opinion as a resident, perhaps shouldn't have copied other Cllrs into the email, which had been subsequently interpreted as a Parish Council response. Cllr Lemon apologised if his actions had not been appropriate, he had only done it out of courtesy, and he felt that under the circumstances he could no longer continue as a Parish Councillor and promptly left the meeting. Remaining Cllrs wish to assure members of the VH&PF Committee that these views were not those of the Parish Council and they are fully supportive and thankful for the work the committee are doing. Clerk to write to Mrs S Burroughs (Chair)

55-2019 **APOLOGIES FOR ABSENCE** All present.

56-2019 **TO ELECT A CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr L Bristow proposed that Cllr T Pearce should continue as chair, seconded by Cllr D Percival. Declarations were duly signed.

57-2019 **TO ELECT A VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr L Bristow proposed that Cllr D Percival be elected as vice-chair, seconded by Cllr T Pearce. Declarations were duly signed.

58-2019 **DECLARATIONS OF INTEREST** Cllr T Pearce declared a personal interest in item 10 – Matters Arising - Church Car Park Toilets due to his position as West Devon Borough Council Ward Member and Item 15, Housing Survey. Cllr D Percival also declared an interest in item 15 as previously stated.

59-2019 **CO-OPTION OF NEW COUNCILLORS**

Following Cllr Lemon's resignation, 4 vacancies need to be filled by co-option. All Cllrs must now be pro-active in encouraging people to join. Although quorate, any Cllrs now unable to attend a meeting will render it unable to continue. Notices to also be put in the Brentor News, website and noticeboard.

60-2019 **ALLOCATION OF NEW EMAIL ADDRESSES**

In accordance with GDPR regulations, Cllrs to begin to move away from using their own personal email addresses, and instead to use new ones set up exclusively for Parish Council work. Clerk to allocate new addresses and passwords.

61-2019 **TO APPOINT MEMBERS TO SERVE ON THE PLANNING COMMITTEE**

It was AGREED that all Cllrs would serve as members of the planning committee.

62-2019 **TO APPOINT MEMBERS TO SERVE AS COUNCIL REPRESENTATIVES TO OTHER ORGANISATIONS**

Southern Parishes Link Committee – Cllr T Pearce

VH&PF Committee – Cllr L Bristow

Brentor Commons – Cllr T Pearce (until new Cllrs are co-opted)

DNPA Forum – Cllr T Pearce

Snow Warden – Cllr D Percival

Emergency co-ordinator – to leave for now.

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63-2019 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON 15th APRIL 2019

It was AGREED that the minutes of this meeting be adopted. Proposed by Cllr L Bristow, seconded by Cllr D Percival. Clarification re the running and purpose of the Annual Parish Meeting to be sought i.e. should it be organised and run by the Parish Council or just by a group within the parish?

64-2019 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

a) Church Car Park Toilets – Following further investigative work by WDBC re the septic tank, it has come to light that work in the region of £1000 is required to bring the pipes up to standard and the septic tank should be emptied annually. WDBC will organise and pay for this work but on the proviso that the Parish Council are still willing to take on the toilets next year. Although all Cllrs are still happy to proceed, it is another unforeseen cost and further discussions are required with the church (re contributions) and DNPA re use of the land there. Cllr T Pearce to contact DNPA and also Peter Tavy Parish Council for advice on how much their septic tank costs. Clerk to contact Cathy Aubertin to ask for more time and to contact the church wardens to organise a meeting with the church to establish exactly how much they are prepared to contribute.

**CLERK/
TP**

b) Speed Limits – Clerk has now heard back from Highways who have conducted a rather brief survey and concluded that as there was no issue at the time surveyed, further action is not required. A message was put on the front page of the village website urging anybody with concerns to contact the clerk but nobody has come forward. It was agreed that the clerk should contact Highways again and ask for a site meeting to indicate the issues and ask for suggestions re signage.

CLERK

c) Wheelwrights Stone – No update.

d) Cemetery restoration and maintenance – As Adam Phillips is continuing with maintenance this year, there is further time to organise a new contract and tender to be put in place for the start of the next financial year. Cllr L Bristow will go and have a look at the cemetery and see what condition the bench and noticeboard are in and the general appearance. Clerk to organise a subscription to the 'green bag' scheme with WDBC. Cllr T Pearce to contact DNPA re alternative suggestions for repair/replacement of the pillars and Cllr D Percival to get quotes for benches.

ALL

e) Brentor Engine Nameplate – Cllr T Pearce has been sent a copy of a draft loan agreement form used by Plym Valley Railway. It is hoped that the sign will be moved within the next couple of weeks. Clerk to inform the insurance company of its new location.

**TP/DP/
CLERK**

f) War Memorial Repair – The plaque has now been removed by Pascoe's who have quoted £350 plus VAT to repair and return. Cllr D Percival proposed that this be accepted, seconded by Cllr L Bristow and approved by all. Clerk to advise Pascoe's to proceed.

CLERK

g) Heathermead – Cllr T Pearce has made further enquiries and has discovered that it is believed Council Tax had been paid on the property. WDBC are unable to disclose details of who is paying but have agreed to contact the owners on behalf of the Parish Council to advise them the distress the condition of the property is causing to local residents.

h) Bench – Discussion took place about whether the bench on the road should be replaced, if the one in the cemetery should be put there and a new one (or two) purchased for the

DP

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cemetery. Cllr D Percival will organise quotes.

i) VH&PF Football revenue – No direct revenue is being produced from the local football team training on the field. However, if it continues to be used by local groups, the committee would potentially be able to apply for various grants.

k) Dog fouling – Cllr T Pearce to contact the locality officer. Clerk to put a notice in the Brentor News.

65-2019 **REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS**

There are no reports although Cllr L Bristow is unable to go to the next VH&PF committee meeting on 22nd May. Cllr D Percival will attend as Parish Council representative.

66-2019 **PLANNING MATTERS**

To consider planning applications received:

a) For decision:

DNPA 0180/19	Proposed replacement of flat roof over existing extension with pitched roof. 2 North Park, Brentor	Support
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b) For information only:

DNPA 0094/19	Erection of metal storage shed, Village Hall, Brentor	Conditional approval
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67-2019 **GENERAL FINANCE**

No bank statement had been received since the last meeting.

a) It was **RESOLVED** to approve the following payments made since the last meeting:

28/04/19	£20.00	S/O	Clerks admin expenses
28/04/19	£288.43	S/O	Clerks salary

b) It was **RESOLVED** to approve the following payments:

13/05/19	£103.02	CQ	Clerk expenses (incl. salary increase not paid by new S/O)
13/05/19	£315.72	CQ	Insurance
13/05/19	£40	CQ	P Webster (internal audit)

68-2019 **ANNUAL RETURN**

I. It was **RESOLVED** to approve and sign the 2018/19 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 2018/19 and for it to be signed by the Chair and Clerk.

69-2019 It was **RESOLVED** to complete and approve section 1 of the Annual Return 2018/19 and for it to be signed by the Chair and Clerk

70-2019 It was **RESOLVED** to complete and approve section 2 of the Annual Return 2018/19 and for it to be signed by the Chair and Clerk

71-2019 **TRAINING REQUESTS**

Two Good Councillor courses (12th June and 18th September) have been organised by the Southern Links committee. Cllr D Percival to go to the one in June and Cllr L Bristow to go to the one in September. Clerk to advise. **CLERK**

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72-2019 HOUSING SURVEY

The Parish Council are disappointed that the up to date information from the housing survey and subsequent meetings has still not been provided. Cllrs are also concerned about the split of housing now being suggested which implies more proposed houses for sale as opposed to rentals. Clerk to contact WDBC and the architect and ask that the housing survey results and a breakdown of costs be made available before the next Parish Council meeting.

CLERK

73-2019 INSURANCE RENEWAL

It was AGREED by all that insurance be renewed with the current provider at the slightly discounted rate offered for a 3 year commitment.

74-2019 CORRESPONDENCE

- a) For information only:-
Dartmoor Joint Local Plan update.
Thanks from CAB and BMCN for grant.

75-2019 MINOR ITEMS

a) DNPA – Parish Members – It is a requirement that the Parish Council choose 2 candidates from the list of those standing. Clerk to circulate personal statements and co-ordinate response.

CLERK

b) Cllr D Percival wished it to be recorded that he is disappointed with the continued decline of the Brentor Inn and surrounding area, and lack of action on the site. It is a blot on the landscape and, with its close proximity to the villages' tourist attraction, does not create a good impression. Clerk to pass these views, which are shared by all, to DNPA and WDBC.

CLERK

76-2019 DATE AND TIME OF NEXT MEETING Monday 17th June 2019 at 7.30pm, Brentor Village Hall

77-2019 CLOSE The meeting was formally closed at 9.10pm.