

DRAFT

Minutes of a Meeting of **BRENTOR PARISH COUNCIL** held virtually due to the Covid-19 pandemic
On **Monday 14th December 2020 at 7.30pm**

Present: Cllr T Pearce (Chair), Cllr D Percival (Vice Chair), Cllr B Dawson, Cllr A Arnold, Cllr S Fraser, Cllr D Williams

Apologies: All present

In Attendance: Mrs C Oxenham (Parish Clerk), Cllr P Sanders (Devon County Councillor)

PUBLIC QUESTION TIME

No members of the public attended.

117-2020 APOLOGIES FOR ABSENCE

All present

118-2020 DECLARATIONS OF INTEREST

Cllr Pearce declared an interest in item 4 – Matters Arising - Church Car Park Toilets and also Housing due to his position as West Devon Borough Council Ward Member. Cllr Percival declared an interest in Housing as previously stated.

119-2020 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 16th November 2020

Cllr Arnold wished to clarify Minute 107-2020 'too many people were using the shelter.' This refers to current social distancing rules and too many people using the shelter simultaneously. The minutes will be amended to reflect this.

It was then AGREED by all that the minutes of this meeting be adopted. Proposed by Cllr Fraser, seconded by Cllr D Williams.

120-2020 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

a) Co-option – There have been no enquiries.

CLERK

b) Emergency Plan – The plan has now been submitted. There are a few more amendments to be made but the budget and grant has been approved (approx. £1400). Cllr Percival has started buying the equipment and has a 2-month timeframe to buy everything. We are expecting a lump sum to be paid into the bank account. Cllr Percival will purchase the equipment, and forward receipts to the clerk for reimbursement. Cllr Pearce expressed concerns about the VAT element as grants rarely cover VAT. He is also concerned that payments may be challenged in the future by HMRC or any audit processes. Cllr Percival will phone and clarify the VAT element as nothing was mentioned on the grant application. Clerk is happy that as long as the figures tally and match the list of items to purchase on the application, there should be no problem. Thanks were expressed to Cllrs Percival and Fraser for their work so far.

SF/DP

c) Church Car Park Toilets – There is nothing further to report. There is a general view that the church would be the best party to take over the toilets as they are the main beneficiaries and may also be able to claim charity exemption. Cllr Pearce to contact Helen Harris again and see if there is any progress. Cllrs to look back over previous minutes re the previous history as the subject hasn't been discussed for some time.

TP

d) Wheelwrights Stone – Cllr Williams would like this to be progressed at the earliest opportunity in the New Year and is happy to contact the landowner Mr Cunningham. This was AGREED by all. Clerk will forward a copy of information held on file to Cllr Dawson who is also interested in

DW

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the historical discussions concerning the stone.

e) Cemetery restoration - Cllr Dawson had reported concerns about the untidy entrance to the cemetery, and the ivy growing on the pillars. Cllr Pearce stated that previously we had advertised for someone to come and do some extensive work in the cemetery including rebuilding the pillars but there was only one response. Because the ivy is growing into the wall, if we strip it back and destroy the root, it is possible that it could make the pillars even more unstable. Clerk will re-advertise in January. The grass on the bottom side where burials are now taking place could also be kept shorter now. Clerk to revisit the spec and if necessary, we could contact Mr Elliott and ask him to revise the plan. Cllr Pearce and the clerk are trying to mark out the plots to make identification of them easier. The paths are also in need of some attention.

CLERK/TP

f) Grants of Exclusive Rights of Burial – This is nearly sorted out now. Cllr Pearce proposed that the new scale of fees previously circulated be adopted, seconded by Cllr Arnold and AGREED by all. The new charges will come into force with effect from February 2021. Clerk will notify Morris Bros who are the usual local funeral directors used. Further work is needed to address the rules regarding things such as which items are acceptable on memorials and graves. Cllr Pearce to discuss with clerk and ask for approval at the next meeting.

CLERK/TP

g) Brentor Engine Nameplate – On hold until the Spring.

h) Housing – Nothing further to report. Clerk to write to WDBC and ask why we have had nearly a 2-year delay and ask what is happening as parishioners deserve to know. Brentor residents have been very patient thus far but now need to have concrete reasons for the continued delays, and a schedule for what is happening next with an accurate time line. Clerk to also put something in Brentor News and on the website.

CLERK

i) Devon Climate Emergency – Cllr Arnold is keen to look further into this but is having trouble accessing the documents on line. He will persevere.

AA

Meeting suspended 20.05

Cllr Pearce asked Cllr Sanders for any further comments. Cllr Sanders had nothing further to add but invited Cllr Arnold to contact him if he still had problems accessing the information.

Meeting reconvened at 20.07

j) Brentor Inn – No further information known. Clerk to send a letter to the Planning Officers at WDBC to ask what is happening.

CLERK

k) First Aid/defibrillator course – on hold

l) Broadband Universal Service Obligation (USO) –Cllr Williams has written to BT/Geoffrey Cox and the Ombudsman but hasn't had a reply as yet.

DW/DP

m) Community Volunteer Group – Nothing to report.

n) Replacement of Brentor Village Sign – No update, although payment has been received and the sign has been ordered. Cllr Sanders was thanked for money from his Locality Budget to fund this. Cllr Fraser commented at this point about having a new sign at the entrance to the village but having to drive past the Brentor Inn which is in a shocking state.

Meeting suspended 20.23

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Cllr Sanders addressed this point and is also extremely frustrated by the lack of action being taken regarding the Brentor Inn. He has had numerous talks with DNPA but has seen no progress.

Meeting reconvened at 20.25

o) War Memorial Repair – Pascoe’s have confirmed that to fix the plaques on the War Memorial (8 new back fixings and 1 new bolt head) would cost £300 plus VAT. Councillors have queried this cost and clerk was advised by Pascoe’s that the fittings have rusted due to age but will be replaced with stainless steel which should not fail. Cllr Pearce proposed that the work be carried out, seconded by Cllr Fraser and AGREED by all.

CLERK

Clerk has also contacted the War Graves Commission to see if there is any funding available for this type of work but has been advised that there isn’t.

p) Grant Requests - There have been 2 requests so far - one from the CAB and one from the VH&PF who have been asked to supply further accounting information and a specific figure. Clerk will remind them that this must be provided by the end of December so the precept request can be finalised early January.

CLERK

q) Highways Drainage - Clerk has been in contact with SW Water who are investigating the potential flooding risk near the sewage works. Clerk has also informed Highways about this and the issue near the War Memorial. Clerk to follow up. The Parish Lengthsman is currently doing the rounds.

CLERK

r) GDPR – NALC could be a good place to go for further information but there is no cause for concern as we appear to be compliant with GDPR regulations.

121-2020 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS

Minutes from Village Hall meeting attended by Cllr Arnold noted.

Resilience forums - Cllr Percival attended 2 forums. Clerk is following up his request for Snow Warden training, and also checking he is on the list to be notified of severe weather.

CLERK/DP

Cllr Arnold has completed his Good Councillor course.

122-2020 PLANNING MATTERS

a) For discussion:

DNPA 0565/20	Installation of AirBand radio transceiver on rear fascia at The Chapel, Brentor
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Three Cllrs had no objections, 2 objected as the property is listed and is also in a conservation area (and could set a precedent), and 1 abstained. Council response therefore ‘no objections’, although the above concerns will also be passed to DNPA.

b) For information:

WDBC 2674/20/FUL	Conversion of two redundant agricultural buildings to C3 residential at West Liddaton Farm, Road from Broadtown to Liddaton Green Farm, Liddaton, Coryton	Withdrawn
WDBC 3859/20/AGR	Application for prior notification of proposed agricultural building for storage of animal feed, hay and machinery at Beckwell Farms, East Liddaton, Coryton	Information only

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123-2020 GENERAL FINANCE

a) The Clerk had previously circulated an up to date financial summary (as at 1st December)

b) Receipts since the last meeting:

13/11/20	£105	BACS	DCC - Deposit for road sign
18/11/20	£141.50	CQ	Cemetery (Mrs. I Marshall)

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

28/11/20	£377.65	S/O	Clerks salary - Bank will action S/O increase in time for Dec payment.
28/11/20	£20	S/O	Clerks admin

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

14/12/20	£10.80	CQ	Clerks expenses
14/12/20	£33.60	CQ	Clerks additional wage Oct & Nov (in lieu of S/O)
14/12/20	£36	CQ	DALC (New Cllr Course)

Proposed by Cllr Pearce, seconded by Cllr Arnold and AGREED by all.

124-2020 PRECEPT DISCUSSION

If the precept remains the same as last year, there would be a slight increase (32p) for the Band D Parish rate (0.41%). The deadline for the precept request is 29th January. Interim discussion to be had early January with a final precept figure to be agreed at the next meeting.

CLERK

125-2020 CEMETERY

Discussed under Minute 120-2020-f

126-2020 CORRESPONDENCE

Notification of Road Closure - Road from Brentor Inn to South Brentor (03/03/21 - 05/03/2021)

Report of blocked pipe under road near War Memorial - also reported to DCC by PC

Letter of thanks from RBL for poppy wreath donation.

Bird Flu – New regulations are in place. Further information is on the website, noticeboard and Brentor News.

127-2020 Census Engagement – Next year will be the first time the census has been done online. WDBC are offering for the Census Engagement Manager for West Devon to engage with Parish Councils to help them support residents when the census information needs to be completed. Clerk to invite her to the meeting in January.

CLERK

128-2020 DATE AND TIME OF NEXT MEETING

Virtual meeting - Monday 18th January 2021 at 7.30pm

129-2020 CLOSE

The meeting was formally closed at 9.11pm