

Minutes of the Annual Parish Council meeting held on 21 May 2018 at 7.30 p.m. in the Village Hall, South Brent. The Chairman of the Council welcomed everyone.

Open Forum: Nothing was raised.

PC 1-5-18 Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr Cathie Pannell was proposed for the office of Chairman of the Parish Council by Cllr Heidi Rodriguez, seconded by Cllr Greg Wall and agreed by the Council. The Declaration of Acceptance of Office was signed.

PC 2-5-18 Election of Vice-Chairman of the Parish Council

Cllr Heidi Rodriguez was proposed as Vice Chairman of the Parish Council by Cllr Cathie Pannell, seconded by Cllr Glyn Richards and agreed by the Council.

PC 3-5-18 Record of members present

Cllr Cathie Pannell in the Chair, Cllrs Paul Astal-Stain, Carol Doree, Sue Gaskin, Peter Kelly, John Rawlinson, Glyn Richards, Heidi Rodriguez and Greg Wall; six members of the public and Julia Willoughby clerk to the Council were present.

PC 4-5-18 Apologies for absence

Cllrs Paul Fennessy, Jane Maunder, Antony Power and DCC Councillor Richard Hosking.

PC 5-5-18 Declarations of interest (nature and extent) with regard to items on the agenda

- Cllr Peter Kelly declared a prejudicial interest in item 21, S 106 funding requests and decide on allocation, as he is the Chairman of Recreation Association, which has requested funding.
- Cllr Richards declared a pecuniary interest in item 12 (H) as it relates to his daughter and in item 21, S 106 funding requests and decide on allocation, as he is the Manager of the Old School Centre which has made a request for this funding.
- Cllr Cathie Pannell declared a prejudicial interest in planning matters - items 23 (3) and 25, as she is a member of Dartmoor National Park Authority.
- Cllr Heidi Rodriguez and the clerk declared a personal interest in planning application 0223/18, agenda item 25.

PC 6-5-18 Consider the granting of dispensations

No applications.

PC 7-5-18 Public participation session with respect to items on the agenda

A Trustee of the Old School Centre has no new information regarding the application for S 106 funds for resurfacing the play area for the Children's Clubs and the entrance to the Community Centre (next to the play area). He will offer clarification, if needed by the Council.

A member of the Recreation Association will also answer any questions relating to the S 106 application made by the Association.

PC 8-5-18 Police report (Crime and Disorder Reduction)

A crime report has been received from February to April inclusive; this was welcomed by the Council.

PC 9-5-18 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 23 April 2018

The minutes were confirmed and signed.

PC 10-5-18 Report matters arising from the minutes – for information only

18-4-18 The Chairman expressed grateful thanks to Cllr Astal-Stain for all the work he has carried out on tidying up the Toll House.

19-4-18 The pothole in Plymouth Road has been marked and will be filled this week.

PC 11-5-18 District / County Councillors and DNPA Parish Council representatives report

District Councillor Steer advised Cllr Tom Holway is the new Chairman of South Hams District Council, with Cllr Rosemary Rowe the Vice Chairman. The Council agreed congratulations should be sent to the newly elected Chairman and Vice Chairman of SHDC.

District Councillor Smerdon offered to enquire about payment arrangements for the Parish Council, as there is only an extension to 31 May for payment by cheque. He will also investigate the waste and recycling collections, as some areas are being missed.

The Parish Council agreed items 21 and 25 should be brought forward.

Consider the responses requesting S 106 funding and decide on allocation

(Cllrs Kelly and Richards left the meeting for this item.)

(From Open Space Sport and Recreation Plan)

Projects' priority list

The priorities are in two categories, open space and play and the priorities are listed below:

Priority	Open Space	Play
1	Adventure trail development at Palstone Park	Replacement of seesaw at Sanderspool Cross play area
2	Refurbish MUGA at Palstone Park	Replacement of slide at Sanderspool Cross play area
3	Completion of car park & basketball area at Palstone Park	Resurface outside play space at Before & After School Club
4	Installation of Cricket Practice nets at Palstone Park	Replacement of fencing at Sanderspool Cross play area
5	Improvement of facilities at Palstone Park	Aspiration of an additional piece of equipment at Sanderspool Cross play area
6	Feasibility study followed by extension or replacement pavilion at Palstone Park	

It was noted that a further field is due to be developed and this will bring in further similar funding, probably within five years.

Funding held by SHDC:

£91,652.50, £55,878 for outdoor recreation facilities and £33,774 for equipped play space. Following considerable debate of the various projects, the Council agreed the following:

Open Space:

- Priority 1 £838 (incl. VAT) Adventure trail; the Parish Council or Community Benefit Fund could cover this.
- Priority 3 £30,700 Completion of car park and basketball area at Palstone Park; Cllr Greg Wall proposed this project is supported, seconded by Cllr Sue Gaskin and resolved by the Council.
- Priority 4 £22,549 (£20,000 pledged by English Cricket Board) Installation of Cricket Practice nets at Palstone Park; Cllr Paul Astal-Stain proposed this project is supported, subject to as many people as possible being able to benefit from the new facility, seconded by Cllr Greg Wall and resolved by the Council.
- Total £53,249.

Play:

- Priorities 1 and 2 £33,660 inclusive orbit and 'Atlanta Plus' agreed following public consultation; Cllr Sue Gaskin proposed this project is supported, seconded by Cllr Paul Astal-Stain and resolved by the Council.
- Priority 3 £11,406 (includes resurfacing play area, and entrances to both the Children's Clubs and Community Centre); Cllr Sue Gaskin proposed this project is not supported, seconded by Cllr Paul Astal-Stain and resolved by the Council.
- Priority 4 £7,839 Replacement of fencing at Sanderspool Cross play area; Cllr Sue Gaskin proposed this project is not supported, seconded by Cllr Paul Astal-Stain and resolved by the Council. (It was noted the DNPA New Homes Bonus might assist.)
- Total £33,660

Planning matters: (Cllr Cathie Pannell left the room for this item and Chairmanship was passed to Cllr Sue Gaskin.)

Applications:

0213/18 & 0216/18 (Listed Building) Replace external concrete render with insulating lime render, replacement first floor window and reinstate chimney at The Rock, South Brent; the Parish Council supports these applications to restore a Listed Building to its former state.

0223/18 (Certificate of Lawfulness) Use of barn as domestic storage at Old Didworthy Farm, Didworthy, South Brent; noted.

PC 12-5-18 Parish Council Committees and working groups and stakeholder groups:

Finance Committee meeting held on 16 April (minutes attached) recommendations:

- A) All six members of the Finance Committee are bank signatories; proposed by Cllr Glyn Richards, seconded by Cllr Greg Wall and resolved by the Council.

- B) Review internal control effectiveness – the Committee recommends that due to the following procedures being in place, existing internal controls are effective:
- Standing orders and financial regulations;
 - The Responsible Financial Officer is responsible for proper control of the finance;
 - Cheques are signed by three Councillors;
 - Any changes to bank signatories will be authorised by the Council;
 - Risk assessment and training are considered.
- It was noted by the Council that matters raised in the annual internal audit report for 2016-17 have been dealt with by the Parish Council. There were no matters arising from the 2017-18 report.
- Cllr Glyn Richards proposed existing internal controls are effective, seconded by Cllr Greg Wall and resolved by the Council.
- C) Subject to any notes from the independent auditor, the accounts for 2017-18 are signed by the Chairman of the Parish Council; Cllr Glyn Richards proposed the 2017-18 accounts are signed as there have been no matters raised by the internal auditor, seconded by Cllr Greg Wall and resolved by the Council.
- D) Section 1 the Annual Governance Statement 2017-18: the Committee recommends subject to any notes from the independent auditor, points 1-8 are all a 'Yes' response, 9 Not Applicable and the Annual Governance Statement 2017-18 is approved by the Parish Council. Cllr Glyn Richards proposed Section 1 is signed as completed, there being no matters raised by the internal auditor, seconded by Cllr Greg Wall and resolved by the Council.
- E) Section 2 the Accounting Statements 2017-18: the Committee recommends, subject to any notes from the independent auditor, Section 2 as completed by the clerk, the Accounting Statements 2017-18 is approved by the Parish Council. Cllr Glyn Richards proposed Section 2 is signed as completed, there being no matters raised by the internal auditor, seconded by Cllr Greg Wall and resolved by the Council.
- F) The clerk is authorised to investigate on-line banking and as a first step establish on-line access to the Parish Council account/s; proposed by Cllr Paul Astal-Stain, seconded by Cllr Sue Gaskin and resolved by the Council.
- G) No changes are required to the clerk's contract or job description; proposed by Cllr Greg Wall, seconded by Cllr Heidi Rodriguez and resolved by the Council.
- H) (*Cllr Glyn Richards left the room for this item.*) The park keeper's contract and job description are amended to update the salary payable from 1 April 2018; proposed by Cllr Greg Wall, seconded by Cllr Heidi Rodriguez and resolved by the Council.
- I) No changes are required to the grant aid policy; agreed.
- J) The clerk plans to retire in August 2019. The Committee recommends an appointment should be considered from 1 April 2019, to allow for transition and to include the end of the financial year and the election period. Proposed by Cllr Glyn Richards, seconded by Cllr Peter Kelly and resolved by the Council.

Any urgent matters from the **Open Spaces Committee** meeting held on 14 May:

- i) The Committee recommends the S 106 application includes Playdale equipment installation at the play area (inclusive orbit and 'Atlanta Plus') £33,660 + VAT and the play area fencing and gates are replaced (and protected from strimming) £7,839. (This is part of the play area renewal carried out in recent years.) See minute 11-5-18 above.
- ii) Repairs/maintenance update for Sanderspool Cross play area; no new information.

Defibrillator maintenance report, Cllr John Rawlinson advised the mechanism to close the door of the cabinet next to the Pharmacy was defective; no payment is required.

PC 13-5-18 Review of delegation arrangements to committees and working groups

These will be reviewed with committee terms of reference; working groups all report to the Parish Council.

PC 14-5-18 Review of terms of reference for Committees

Each committee will deal with this.

PC 15-5-18 Receipt of nominations to existing Committees and working groups:

Planning Committee (at least 8 members), and election of Chairman;
Cllrs Astal-Stain, Fennessy, Gaskin, Kelly, Richards (Chairman), Wall.

Finance Committee (6 members including the Chairman of the Parish Council);
Cllrs Astal-Stain, Kelly, Pannell, Richards, Rodriguez.

Media Committee (6 members);
Cllrs Astal-Stain, Pannell, Rawlinson, Richards, Rodriguez, Wall.

Open Spaces Committee (6 members)
Cllrs Doree, Gaskin, Kelly, Rawlinson, Richards, Rodriguez.

Working Groups:

Christmas lights: Cllrs Doree, Kelly, Pannell, Wall.

Open Space, Sport & Recreation Plan: Cllrs Rawlinson, Richards, Rodriguez.

Defibrillator maintenance group: Cllrs Astal-Stain, Rawlinson, Richards.

Village Centre/ Local Traders group: Cllrs Astal-Stain, Doree.

PC 16-5-18 Appointment of any new committees and working groups.

None required.

PC 17-5-18 Review standing orders and financial regulations; land and assets; insurance cover; membership of other bodies; complaints procedure and Freedom of Information policy

The Committees will deal with this work.

PC 18-5-18 Councillors review their current Register of Interests

The clerk issued the documents to members of the Council for them to review and state 'No change' or to complete an amendment form.

PC 19-5-18 Appointment of representatives to, or liaison with outside bodies:

South Brent Primary School Governing Body; Cllr Gaskin
Recreation Association (4 members); Cllrs Kelly, Maunder.

DCC Highways Liaison; Cllr Wall.

Parish Council Tree Warden; Mr Guy Pannell and Mrs S Jozsa.

Dartmoor National Park Forum representative and reserve;

Cllrs Rawlinson, Richards, Astal-Stain (res.).

SHDC Parish Cluster representative; Cllr Richards.

Burial Ground Committee (2 members); Cllrs Gaskin and Rodriguez.
 Village Hall representative; Cllrs Gaskin and Rawlinson.
 Vicarage Road Allotment Association representative; Cllr Rodriguez.
 Sustainable South Brent representative; Cllrs Rawlinson and Astal-Stain.
 South Brent Community Land Trust; Cllr Rawlinson.
 South Brent Breakfast and after School Clubs representative; Cllr Rodriguez.
 Twinning Association representative; Cllr Doree.

PC 20-5-18 Arrange for the inspection of the deeds and trust documents in the custody of the Council

Cllr Peter Kelly explained the Council original deeds and documents are kept with Devon Archives at the Devon Heritage Centre, Exeter. Some are available online.

PC 21-5-18 Consider responses requesting S 106 funding and decide on allocation
 (See minute 11-5-18 above.)

PC 22-5-18 Update on the interim Post Office at the Old School Centre

It has now been established the Old School Centre will be the permanent location for the Post Office for ten hours each week.

PC 23-5-18 Correspondence circulated to Councillors:

- 1) Views on the difficulties experienced by local traders, including the issue of business rates; this will feed into the Trader's meeting on 22 May.
- 2) Consider the question to be submitted to the Government regarding business rates; Cllr Glyn Richards proposed the question as drafted should be submitted to our M.P. to raise in the House of Commons, seconded by Cllr Greg Wall and agreed by the Council.
- 3) Rural Housing Enabler: a refresher survey for the self-build project is proposed to clarify the need, prior to the planning application; the Council has been asked to defer this matter for the time being (it is thought a further survey may not be necessary).

PC 24-5-18 How can the Parish Council support our local traders and retailers? Report from the working group

Cllr Paul Astal-Stain advised a letter has been delivered to all the traders in the village and at Brent Mill Business Park, a meeting will take place tomorrow evening.

PC 25-5-18 Planning matters:

See minute 11-5-18 above.

Any amended applications None received.

PC 26-5-18 General Data Protection Regulations update:

The clerk advised local councils will not need to appoint a Data Protection Officer. A list of all personal data held by the Council must be compiled and the recipients contacted, this will include posted and emailed newsletters and the data base of parish organisations.

PC 27-5-18 Update on the Recreation Field

Cllr Peter Kelly mentioned that a dog had possibly been bitten by a snake, advice is being sought.

PC 28-5-18 Consider possible arrangements for the Remembrance Service in 2018
Cllrs Pannell, Richards and Wall will meet to discuss a special Service booklet for this year. If uniformed personnel are to attend they will need to be invited soon.

PC 29-5-18 Consider any Community Benefit Fund applications

(Cllr Kelly declared a prejudicial interest as he is Chairman of the Recreation Association and left the room whilst this was considered.)

The Recreation Association's request for £1,000 to repair the stepping posts of the adventure trail and redecorate and repair the pavilion was proposed by Cllr Glyn Richards, seconded by Cllr Sue Gaskin and approved by the Council.

A request for £250 from the Meditation Group at the Old School Centre for the purchase of yoga mats was proposed by Cllr Heidi Rodriguez, seconded by Cllr Sue Gaskin and approved by the Council.

A request for a grant towards litter picking equipment will be referred to DCC Highways, as there might be funding available.

PC 30-5-18 Can this community, through the Parish Council, help in the refugee crisis?

The cake stall was very successful, there will a breakfast café and items are being requested to ship out to refugees.

PC 31-5-18 Finance: Accounts for payment

The following payments were approved by the Council:

Cheque signed 30 April

Mr J Dyson: Community Benefit Fund grant	195	Ch. 3350
Running total 2018-19	195	

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Cheque signed 14 May

South Brent Twinning Association: grant for 40 th Anniversary	800.00
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South Hams CVS: grant	100.00
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Citizens Advice South Hams: grant	100.00
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Pennon Water (Direct debit): charges for toilet at S. Cross	11.50
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South West Grounds Maintenance: Apr. & May invoices	612.00
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South Brent Village Hall: room hire (Apr)	20.00
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South Brent Old School Community Centre Ltd: room hire 15.00, photocopying 4.12	19.12
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The Consortium: A4 paper and C5 envelopes	66.91
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Wakeleys Ltd: 5 bags tarmac	52.70
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Came & Company: insurance premium from 1.6.18 (inc. Pavilion)	2544.48
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P Kelly: reimbursement for repair to drain in Station Yard car park	200.00
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C Pannell: reimbursement 2 meals, 2 drinks and flowers (4 May)	78.60
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S Gaskin: reimbursement refreshments (30 April)	4.00
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Mr J Dyson: reissue stopped cheque 3350	195.00
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Payroll	1724.77
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Total	6529.08
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PC 32-5-18 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) On 4 May many brown bins were not emptied; SHDC has asked that individual complaints are registered (SHDC Cllrs advised).

- b) Dartmoor Local Plan newsletter.
- c) BASICS Devon: letter of thanks for the Community Benefit Fund grant of £920.
- d) Devon Association of Local Councils newsletter.
- e) DCC: Tops and lids can be left on jars and bottles for recycling.
- f) SHDC news releases on public toilets, air quality and Devon building control.
- g) SHDC: cheques can only be accepted up to 31 May.
- h) DCC: temporary traffic restrictions 29 May-1 June Shipley Bridge to Gingaford Cross; 4-6 June Didworthy Bridge Cross to Binnamore Cross and 23 and 30 June for Carnival events.
- i) DCC: Greater Horseshoe bat supplementary planning document consultation (to 30 May).
- j) DCC: Devon Community Resilience Forum newsletter.
- k) Clerks & Councils Direct magazine.

All noted by the Parish Council.

PC 33-5-18 Report highway matters and any street cleaning required

The clerk will contact SHDC to request a pre-Carnival clean in the village.

DCC Highways will be contacted to find out about rural lanes which had been re-surfaced and have recently been dressed with chippings.

Double yellow lines have been provided on one side of the entrance to Clobells; this has made driving in and out of the estate more dangerous at the beginning and end of the School day. DCC Cllr Hosing will be advised.

A damaged drain (across the pavement) in Church Street has been reported.

PC 34-5-18 Items for press release and/or the newsletter

None.

The meeting closed.