

Minutes of the Parish Council meeting held on 26 November 2018, at 7.30 p.m., at the Village Hall, Station Approach, South Brent. The Chairman welcomed everyone to the meeting.

Open Forum:

The Chairman advised The Reverend Professor Gina Radford has been appointed to be Team Vicar for South Brent and Rattery parishes.

PC 1-11-18 Record of members present

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

PC 2-11-18 Apologies for absence

Cllr Jane Maunder has sent apologies.

PC 3-11-18 Declarations of interest (nature and extent) with regard to items on the agenda

Cllrs Cathie Pannell and Greg Wall declared a prejudicial interest in a Community Benefit Fund application from St Petroc's Parochial Church Council (for the additional war memorial).

Cllrs Peter Kelly and Ian O'Connor declared a prejudicial interest in item 11, S 106 funding for the Recreation Association.

Cllrs Cathie Pannell and Sue Gaskin declared a prejudicial interest in item 18, an application for funding for the celebration event to mark the centenary of the end of the First World War.

Cllr Glyn Richards declared a personal interest in item 10 Open Spaces Committee (A), a pressure washer for the park keeper.

PC 4-11-18 Consider the granting of dispensations

No applications.

PC 5-11-18 Public participation session with respect to items on the agenda

The Council agreed the following three items could be brought forward on the agenda.

Progress with S 106 funding projects

(Cllrs Peter Kelly and Ian O'Connor left the room while this matter was considered.)

The clerk summarised: the new play equipment has been installed at Sanderspool Cross play area.

Although not confirmed directly to the Council, the English Cricket Board have advised that their grant application (£20,000) should be made by the Recreation Association. The Parish Council initially agreed to apply for S106 funding to include VAT for this project, then were advised the Council should apply to the ECB (so the VAT could be reclaimed) and now the position is as it was originally and funding of £22,252 is sought.

The Recreation Ground basketball and car park project requires funding of £34,259, the sum of these two projects is £56,781, and there is £55,908 available.

Cllr Glyn Richards proposed both the Recreation Association (34,529) and Cricket Club (22,252) projects should go ahead; the shortfall of £873 will be covered by the Parish Council (from the PBA budget line); seconded by Cllr Heidi Rodriguez and resolved by the Parish Council.

(The Cricket Club will work with the Recreation Association to access the funding for the practise nets.)

Consider the appointment of a Village (Town) Crier

A parishioner who had attended the meeting is willing to undertake this role and the Parish Council agreed to his appointment as Village Crier. The Council is very pleased that a volunteer has come forward and the uniform will be adapted for his use.

Correspondence circulated to Councillors:

- 1) A parishioner wishes to launch a project tackling loneliness. In the first instance, it was agreed a meeting with representatives of the three major venues in the village might consider a way forward.

PC 6-11-18 Police report (Crime and Disorder Reduction)

A report for November of five crimes had been circulated to Councillors.

An incident at Palstone Park involving the death of a cat was investigated by the Police but no further action will be taken.

The Police have been offered more than one office space in South Brent.

PC 7-11-18 Confirmation of the accuracy of the Parish Council meeting held on 22 October 2018

The minutes were confirmed and signed.

PC 8-11-18 Report matters arising from the minutes – for information only

None.

PC 9-11-18 District / County Councillors and DNPA Parish Council representatives report (including any assistance with the costs of the water leak at the play area)

DCC Councillor Hosking has been in contact with the operator of the DCC school buses parked in the village, who is willing to discuss parking with the Council.

County Cllr Hosking supports the Parish Council's views on the requirement of a pedestrian crossing in Exeter Road, associated with the application for 40 homes, particularly as Gary Streeter M.P. is to pursue the proposal that vehicles leaving the Carew services should then continue through South Brent, joining the A38 again at Marley Head.

It was noted that 100 homes have been built south of Exeter Road in the last 10 years and more areas for housing may well be allocated by DNPA.

The Vehicle Activated Sign data may be useful as would a survey of where people cross Exeter Road and their numbers (enquiries will be made about the data required). It was noted that a collision took place a few weeks ago, opposite Fair Field.

In addition, double yellow lines opposite Harwell Lane on Hillside have been approved; the progress with double yellow lines for the entrance to Clobells will be checked.

The Parish Council will insist that when the next development comes forward a traffic and road safety survey of the village is carried out (the existing development brief includes the proposed 40 homes).

District Councillor Smerdon advised business rates on public conveniences will not be payable from April 2020.

The modifications to the Joint local Plan are under consultation.

SHDC have made a contribution of £350 towards the water leaked from the toilet at the play area.

District Councillor Steer attended the launch of the South Brent Community Land Trust project off Palstone Lane and offered to participate in a survey of Exeter Road.

The Chairman advised the DNPA Local Plan documents will be available from 3 December at the Old School Centre or online (consultation until 4 February).

PC 10-11-18 Parish Council Committees and working groups and stakeholder groups:

Planning Committee meeting held on 8 October the minutes were adopted.

Media Committee meeting held on 15 October 2018, recommendations:

1. The draft consent form adopted by the Parish Council will require the inclusion of email addresses and phone numbers. The changes to the consent form have been made; a return envelope will not be included as this would delay circulation of the newsletter.
2. All Councillors should use only the southbrent.gov.uk email addresses for any Council business, or their private emails could be subject to a data request; training/implementation will be required.
3. No changes are required to the Freedom of Information Policy.
4. A consent form will need to be sent to each contact for all the groups previously on the database.

Cllr Peter Kelly proposed all four recommendations, seconded by Cllr Paul Astal –Stain and agreed by the Council.

Open Space, Sport and Recreation Plan working group review meeting held on 15 October 2018, recommendations:

- i) A table is created with columns for 'Open Space', 'Sport', 'Play', 'Recreation' and 'Progress'.
- ii) The Parish Council contacts groups which provide open space, sport, play and recreation facilities in the parish, to consider the prospect of further S 106 funding. Groups should be asked to write to the Parish Council with their proposals and provide details of what they envisage. The overall aim is to improve community facilities for this parish.

Both recommendations were proposed by Cllr Paul Fennessy, seconded by Cllr Greg Wall and agreed by the Council.

Open Spaces Committee meeting held on 29 October 2018 recommendations:

- A. A cordless pressure washer to assist with cleaning is not viable, as DCC Highways have advised there would need to be two people present with a safety barrier and there is concern for the render and robustness of the shelters.

- B. The existing contractor and SHDC could be asked to offer a quotation, without putting the grounds maintenance contract out to tender.
- C. There may be three covered, child sized picnic tables available these might be located in the play area at Sanderspool Cross, if they can be moved. The Council agreed the covered seats at the OSC are too heavy to move - no further action.

Recommendations A and B were proposed by Cllr Peter Kelly, seconded by Cllr Heidi Rodriguez and agreed by the Council.

Defibrillators – the Council agreed the defibrillator located at the Old School Centre is appropriate.

Cllr John Rawlinson advised any other local organisations could obtain an indoor defibrillator.

PC 11-11-18 Progress with S 106 funding projects

(See minute 5-11-18 above.)

PC 12-11-18 Correspondence circulated to Councillors:

- 1) A parishioner wishes to launch a project tackling loneliness. (See minute 5-11-18 above.)
- 2) Ivybridge & District Ring & Ride: application for a grant of £658.70 (70p for each of the journeys made to the parish last year). This application will be deferred to the next meeting, pending receipt of accounts for the organisation.
- 3) SHDC: response to possible parking restrictions in the Station Yard car park. The Parish Council agreed to consult with our trader's group in the first instance and then draw up draft proposals on possible parking restrictions.

PC 13-11-18 Planning matters:

Any amended applications: None.

As only one application has been received, there will be no Planning Committee meeting on 3 December.

PC 14-11-18 Review the continuation of the lease with SHDC for the Station Yard

This item will be removed from the agenda until feedback is received from the traders.

PC 15-11-18 Progress with the installation of a larger post box for the centre of the village

The Parish Council is beginning to despair about the prospects for the Christmas post. If the new pillar box is to be located where the existing 'post box' is, a window will not be obscured.

Royal Mail will be asked for the proposed precise location of the pillar box and an update on any responses received.

PC 16-11-18 Christmas lights 2018

The lighting scheme is popular and the lights are on from 7.00 am to 11.00 pm each day.

PC 17-11-18 Update from the Traders' Local Consortium

Cllr Paul Astal-Stain advised a meeting will be held to gather views on possible parking restrictions in the Station Yard car park.

PC 18-11-18 Celebration event to mark the centenary of the end of the First World War; costs of £550 will need to be paid before 15 December

Chairmanship of the meeting was passed to the Vice Chairman Cllr Heidi Rodriguez.
(Cllrs Cathie Pannell and Sue Gaskin left the room while this application was considered.)

Cllr Peter Kelly proposed a grant of £550 is made to Cllr Cathie Pannell to cover the costs of food, bar purchases and publicity for this event, with the expectation that the money will be reimbursed; seconded by Cllr Glyn Richards and resolved by the Council. (Local Government Act 1972, s.145 and General Power of Competence.)

PC 19-11-18 Summary of Devon Association of Local Councils AGM workshops

Cllr Glyn Richards attended a workshop on the General Data Protection Regulations and reported the following:

- General Data Protection Regulation (GDPR) applies to all public bodies.
- The Council is the 'Data Controller' not the clerk or the Councillors.
- Data Protection Officers are not mandatory for parish councils.
- Newsletters delivered by hand anonymously to a property do not require GDPR consent, those posted or emailed do.
- Parish Councillors should only use a .gov.uk email account for Council business.
- Do not keep email for more than 18 months.

A National Association of Local Councils legal briefing will be provided soon.

PC 20-11-18 Consider the appointment of a Village (Town) Crier
(See minute 5-11-18 above.)

PC 21-11-18 Update on the Recreation Field
None.

PC 22-11-18 Report on the Remembrance Service in 2018

Cllr Greg Wall advised all went well – thanks are due to all who took part.

PC 23-11-18 Community Champion Awards 2019 and recognition of contribution of individuals to our community

Recently two names of volunteers in our community who are stepping down after many years of service have been put forward for recognition; perhaps their efforts could be marked as a 'Community Hero'. This matter will be deferred until the January Council meeting.

PC 24-11-18 Consider the draft calendar of meetings for 2019

The calendar was agreed by the Council.

PC 25-11-18 Consider any Community Benefit Fund applications

Chairmanship of the meeting was passed to the Vice Chairman Cllr Heidi Rodriguez.

(Cllrs Cathie Pannell and Greg Wall left the room while this application was considered.)

St Petroc's Parochial Church Council has applied for a Community Benefit Fund grant of £498.70, the shortfall in funding for an additional war memorial with the five names omitted from the original, located in St Petroc's Church on behalf of the community.

Cllr Peter Kelly proposed a grant of £498.70 is made, seconded by Cllr Ian O'Connor and resolved by the Council.

PC 26-11-18 Can this community, through the Parish Council, help in the refugee crisis?

There will be a film shown on 11 December.

PC 27-11-18 Finance:

- i) Works to the Toll House will cost approximately £250; Cllr Glyn Richards proposed these are carried out, seconded by Cllr Paul Fennessy and resolved by the Council.
- ii) Accounts for payment were approved by the Council:

PAYMENTS:

Cheque signed 12.11.18:	
South Brent Carnival Club: grant for insurance	661.00
Playdale Playgrounds Ltd: balance for new play equipment	20,400.00
Pennon Water (Direct debit): charges for toilet at S. Cross	137.00
South Brent Village Hall: room hire 22 Oct.	12.00
South West Grounds Maintenance: Oct. invoice	306.00
SB Old School Com. Centre Ltd: PC room hire 27.50, lam. 1.00;	
Refugee Group copying 30.46	58.96
DALC: 3 at AGM 75.00 and 2 at Cllr training 60.00	135.00
G Wall: reimbursement, postage for newsletters	116.00
PKF Littlejohn LLP: External audit to 31.3.18	360.00
Royal Mail (Direct debit): P.O. Box annual fee	330.00
Information Commissioner: annual data protection fee	40.00
SLCC: membership fee 2019 (clerk)	175.00
South Hams Newspapers Ltd: post of clerk vacancy	288.00
Payroll (3 payments)	1692.70
TOTAL	24,711.66

RECEIPTS:

HMRC: VAT reimbursement	1758.30
SB Old School Com. Centre Ltd: donation towards Christmas lights 2018	50.00
SHDC: contribution towards water consumption charge	350.00

PC 28-11-18 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) DCC: Temporary prohibition of through traffic 16-19.1.19 in Harwell Lane.
- b) DCC: 'Recycle Devon Thank you Awards 2019' (entries by 30 November).
- c) SHDC: Town and Parish Council Event 10 December at 6.30 pm.; unfortunately, the Parish Council will not be represented at this meeting, as it clashes with the next Council meeting.
- d) Old School Centre: New charges from 1 January 2019.
- e) SHDC: 100% business rates relief for public lavatories will be introduced from 2020-21.
- f) Devon Association of Local Councils newsletters (Oct. and Nov.).
- g) Windeatts Solicitors: Copy of the lease with the Recreation Association. Land Registry require a resolution that specifies who signs the lease on behalf of the Council; this will be included on the next agenda.
- h) SHDC news releases: 'Purple Tuesday' and three people have been found guilty of damaging protected trees.

- i) Citizens Advice South Hams: Grant application for 2019-20 for £150-300. The Parish Council will defer this application until the new financial year 2019-20
- j) Network Rail: Three way light control of traffic overnight in Stidston Lane has been requested from 16 February 2019 for 22 days.
- k) DCC: Temporary prohibition of through traffic, parking and rolling road closure 24 November for the winter carnival.
- l) 'Clerks & Councils Direct' magazine.

All noted by the Parish Council.

PC 29-11-18 Report highway matters and any street cleaning required

Numerous road surfaces are being damaged by the wet weather; specific potholes may be reported on the DCC website.

South West Water is aware of the water leak in Wellington Square.

PC 30-11-18 Items for press release and/or the newsletter

None.

PC 31-11-18 Items for the next agenda

Noted during the meeting.

The meeting closed at 9.42 pm