Minutes of the Annual Parish Council meeting held on 20 May 2019, at 7.30 p.m., at the Village Hall, Station Approach, South Brent. The Chairman welcomed everyone to the meeting.

Open Forum: nothing was raised.

PC 1-5-19  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 by Cllr Glyn Richards, seconded by Cllr Peter Kelly and elected Chairman of South Brent Parish Council. The Declaration of Acceptance of Office was then signed.

PC 2-5-19  Election of Vice Chairman of the Parish Council
Cllr Paul Fennessy was proposed by Cllr Peter Kelly, seconded by Cllr Ian O’Connor and elected Vice Chairman of the Parish Council.

PC 3-5-19  To receive Declarations of Acceptance of Office and Registers of Interests from all Councillors
All elected Councillors have signed their Declaration of Acceptance of Office; Registers of Interest have been issued and must be returned to the clerk by 10 June.

PC 4-5-19  Co-option of new Councillors to the Parish Council
Four candidates attended the meeting, having expressed an interest in the five vacancies with the Parish Council.

Jill Cruz had anticipated younger people might stand for election, then saw the vacancies notified; she has lived in South Brent for more than 30 years and now has more time available.

Lisette Granados lives in Avonwick and thought there would be more interest in standing for the Council from people in South Brent; she feels part of the wider South Brent community and wishes to be part of the team supporting it.

Charlotte Power stood for the district council elections and assumed people would stand for the Parish Council; she loves South Brent has lived here for 6 years and wishes to give something back.

Rachel Rafiqi has seen the lack of connection between young people and politics and decided to get involved; she stated it is important to serve your community if you can.

Cllr Peter Kelly proposed all four candidates are co-opted on to the Parish Council; seconded by Cllr Paul Fennessy and resolved by the Council. Declarations of Acceptance of Office were signed and the new Councillors were congratulated; they joined the meeting and introductions were made.

It was agreed by the Council that a letter from Sustainable South Brent and the next Council newsletter would be brought forward on the agenda (following item 9 public participation).

PC 5-5-19  Record of members present
Cllr Cathie Pannell in the Chair, Cllrs Jill Cruz, Carol Doree, Paul Fennessy, Sue Gaskin,
Lisette Granados, Peter Kelly, Ian O’Connor, Charlotte Power, Rachel Rafiqi and Glyn Richards; five members of the public and Julia Willoughby clerk to the Council were present.

PC 6-5-19 Apologies for absence
None.

PC 7-5-19 Declarations of interest (nature and extent) with regard to items on the agenda
- Cllr Glyn Richards declared a personal interest in item 30, 0140/18 an amended planning application from a relative (he does not wish to speak as a member of the public and will not vote).
- Cllr Cathie Pannell, as a member of DNPA, will leave the room when any planning matters are considered.

PC 8-5-19 Consider the granting of dispensations
No applications.

PC 9-5-19 Public participation session with respect to items on the agenda
Nothing was raised by those present.

Correspondence circulated to Councillors:
2) Sustainable South Brent: request for an Environmental and Climate Emergency declaration by the Council and discuss any measures to recognise and mitigate against climate change and loss of biodiversity.

A representative of SSB explained this request follows the publication of the IPCC special report on Climate Change in October 2018 and the recent IPBES report on biodiversity and ecosystem services in May 2019, pressure from the public including the School Strikes for the Climate, Extinction Rebellion protests and David Attenborough’s programme on climate change in April 2019.

In response on 7th May, Sustainable South Brent created a Zero Carbon South Brent sub-group and will now look to pursue further local measures/projects that help to reduce the carbon footprint of the parish as a matter of urgency.

SSB urges the Council to discuss any measures being taken or which could be taken to recognise and mitigate against climate change and loss of biodiversity. Consideration should be included on Council and Committee agendas, reviewing progress and publicised in the Council newsletter. A Councillor is also invited to be part of the Zero Carbon South Brent group

As a first step, a resolution is requested to declare an Environment and Climate Emergency following in the footsteps of not only our national parliament, but also Devon County Council (21 February 2019) and several parishes in the South Hams: Buckfastleigh, Rattery and Totnes.

Cllr Paul Fennessy proposed that an Environmental and Climate Emergency is declared following the publication of compelling evidence and a unanimous declaration by Parliament on 1st May, seconded by Cllr Glyn Richards and resolved by the Parish Council.
The Council agreed these steps would encourage our wider community and ensure local measures are taken to reduce the carbon footprint of the parish. (SSB will be advised.)

Items for press release and/or the newsletter
Although he did not stand for election, the editor has agreed to edit the June Parish Council newsletter; the Chairman expressed the grateful thanks of the Council. The eight page edition is almost complete and will include an item on the co-opted Councillors.

PC 10-5-19 Police report (Crime and Disorder Reduction)
No report has been received.

PC 11-5-19 Confirmation of the accuracy of the Parish Council meeting held on 29 April 2019
The minutes were confirmed and signed.

PC 12-5-19 Report matters arising from the minutes – for information only
Further to 10-4-19, a pedestrian survey in Exeter Road, Cllr Paul Fennessy advised he is proposing to co-ordinate a survey this Friday from 06.00-22.00. Councillors are invited to assist by taking a two hour slot to survey pedestrians crossing Exeter Road east and west of the entrance to Fair Field. A shelter will be provided on the grass verge (so there will be no risk to pedestrians or traffic).

PC 13-5-19 District / County Councillors and DNPA Parish Council representatives report
- District Councillor Guy Pannell introduced himself as a newly elected member of South Hams District Council. The district council now comprises 16 Conservatives, 10 Liberal Democrats, 3 Green Party and 2 Independent members. District Councillor Peter Smerdon will sit on Dartmoor National Park Authority.

The Climate Change emergency has been discussed, M.P.s are to be lobbied about concerns over Building Regulations and an event has taken place regarding ‘County Lines’ – public help is essential.

- District Councillor Peter Smerdon advised there has been a radical change at SHDC. Regarding the proposed development next to Fair Field, the Chief Planning Officer at SHDC has sent a strongly worded email to DNPA about the S 106 contribution for the development proposed, as the developers say this is not economically viable.

- DNPA (Cllr Cathie Pannell) there will be a change of membership following the district council elections. Two site visits have recently taken place in South Brent regarding planning applications being considered.

Devon County Councillor Richard Hosking welcomed the new Parish Councillors. He reported that a new fund (replacing the TAP Fund) has £300,000 available for community projects, with 25% match funding required. There is also a Crowdfund Devon scheme and a small grant scheme for grants of £300.
PC 14-5-19 Parish Council Committees and working groups and stakeholder groups:
   **Media Committee** minutes of the meeting held on 18 March 2019 were adopted.

PC 15-5-19 Review of delegation arrangements to committees and working groups
   This will be carried out by the Committees and working groups.

PC 16-5-19 Review of terms of reference for Committees
   This will be carried out by the Committees.

PC 17-5-19 Receipt of nominations to existing Committees and working groups:

   **Planning Committee** (at least 8 members), and election of Chairman;
   Cllrs Cruz, Doree, Gaskin, Granados, Kelly, O'Connor, Power and Richards.
   Cllr Glyn Richards was proposed for the office of Chairman by Cllr Ian O'Connor,
   seconded by Cllr Sue Gaskin and agreed by the Council.

   **Finance Committee** (6 members including the Chairman of the Parish Council);
   Cllrs Kelly, O'Connor, Pannell, Rafiqi, Richards.

   **Media Committee** (6 members);
   Cllrs Fennessy, Pannell, Power, Rafiqi, Richards.

   **Open Spaces Committee** (6 members); arrange inspection of Railway Wood in May
   and June.
   Cllrs Doree, Fennessy, Gaskin, Granados, Kelly, Richards.
   Cllr Peter Kelly will inspect Railway Wood in May and June (pending the first
   Committee meeting).

   Working Groups:
   a. Christmas lights - Cllrs Doree, Gaskin, Kelly and Pannell.
   b. Open Space, Sport & Recreation Plan (Review/update) - Cllrs Power, Rafiqi and
      Richards.
   c. Defibrillator maintenance group - Cllrs Kelly and Richards.
   d. Local traders/village centre group - Cllrs Cruz, Doree, Granados and Rafiqi.

PC 18-5-19 Appointment of any new committees and working groups
   None required at present.

PC 19-5-19 Review standing orders and financial regulations; land and assets; insurance
   cover; membership of other bodies; complaints procedure and Freedom of
   Information policy
   This will be carried out by the Parish Council Committees.

PC 20-5-19 Arrangements for the Council to be eligible to exercise the general power of
   competence
   The clerk advised this power will no longer be available as fewer than two-thirds of
   the Council vacancies were filled at the election. (S 137 funds will be referred to in future.)

PC 21-5-19 Appointment of representatives to, or liaison with outside bodies:
South Brent Primary School Governing Body - Cllr Gaskin.
Recreation Association (4 members) - Cllrs Cruz, Kelly, O’Connor, Rafiqi.
(DCC Highways Liaison no longer required.)
Parish Council Tree Warden - Cllr Granados (reserve Mr G Pannell).
Dartmoor National Park Forum representative and reserve - Cllrs Richards and Power (res.).
(SHDC Parish Cluster representative; no longer required.)
Burial Ground Committee (2 members) - Cllrs Gaskin and Rafiqi.
Village Hall representative – Cllr Cruz.
Vicarage Road Allotment Association representative – Cllr Granados.
Sustainable South Brent representative – Cllrs Granados and Rafiqi.
SSB Zero Carbon Group – Cllrs Granados and Rafiqi.
South Brent Community Land Trust representative – Cllr Power.
South Brent Childrens’ Clubs representative; none.
Twinning Association representative – Cllr Fennessy.

PC 22-5-19 Arrange for the inspection of the deeds and trust documents in the custody of the Council
The deeds are held by Devon Archive if they are required.

PC 23-5-19 Carry out a review of the effectiveness of the system of internal control of the accounts during the year to 31 March 2019
The following points were noted:
- There were no matters arising from the 2017-18 internal audit.
- During 2018-19 the Parish Council has had Standing Orders and Financial Regulations in place; the accounts 2017-18 balanced; no petty cash is held and employees are paid by following HMRC guidance.
- The asset register has been revised to show acquisition cost, location, update cost, useful life estimate etc.

Cllr Peter Kelly proposed the Council has an effective system of internal control of the accounts during the year to 31 March 2019, seconded by Cllr Glyn Richards and resolved by the Council.

PC 24-5-19 Independent Audit report on the accounts for the year ended 31 March 2019
The clerk advised there were no matters reported by the Independent Audit.
Points raised were: the annual return was not available on the website; VAT should be re-claimed to 31 March each year and an alteration to the minutes was not agreed by the Council – this relates to minute 12-1-19, during preparations for audit, it was found that the wrong figure had been stated for the total budget as £64,050; this should be £64,950. This was agreed by the Council and the Chairman initialled the correction.
The full accounts details will be made available on the PC website and VAT will be re-claimed.

PC 25-5-19 Consider approval of the Annual Governance Statement (Section 1 of Annual Return)
There has been no change to the information previously circulated to Councillors and the effectiveness of the system of internal control of the accounts during the year to 31 March 2019 has been agreed (minute 23-5-19 above). Cllr Glyn Richards proposed the Annual
Governance Statement (Section 1 of the Annual Return) is approved and signed by the Chairman, seconded by Cllr Carol Doree and resolved by the Council.

PC 26-5-19 Consider the Accounting Statements and approval (Section 2 of Annual Return)
There has been no change to the figures previously circulated to Councillors. Cllr Glyn Richards proposed the Accounting Statements (Section 2 of the Annual Return) are approved and signed by the Chairman, seconded by Cllr Carol Doree and resolved by the Council.

PC 27-5-19 Progress with S 106 funding projects
Cllr Peter Kelly advised the cricket nets should be completed very soon. The Parish Council was asked for advice on whether the cricket nets should be locked, differing views were put forward.

PC 28-5-19 DNPA Elections and action required
Cllr Cathie Pannell is a nominee from this Council as a Parish Member to DNPA and the ballot is held on 22 May. The Council agreed that the clerk should submit a vote for Cllr Cathie Pannell in this ballot as soon as possible, on behalf of the Parish Council.

PC 29-5-19 Correspondence circulated to Councillors:
1) Formal arrangements for the acquisition of the public toilets in Stockbridge Lane. The Council’s solicitor has suggested a meeting with both the clerk and Chairman to go through the documents from SHDC; also, the documents will need to be signed on behalf of the Parish Council by the Chairman and Vice Chairman – proposed by Cllr Peter Kelly, seconded by Cllr Glyn Richards and resolved by the Council.
2) Sustainable South Brent: request for an Environmental and Climate Emergency declaration by the Council and discuss any measures to recognise and mitigate against climate change and loss of biodiversity (see minute 9-5-19 above).

PC 30-5-19 Planning matters:
Chairmanship of the meeting was passed to Cllr Glyn Richards for the following application: (Cllr Cathie Pannell left the room while the applications were considered)
- Applications:
  0667/18 Construction of track at Corringdon, South Brent (Prior Approval); the Parish Council has no objection to this application.
  0182/19 Erection of extension at Burlands, South Brent; the Parish Council has no objection to this application.
- Any amended applications
  0140/18 (amended) (Cllr Richards has a personal interest and made no comment) Extension to building with first floor terrace and alterations to front elevation at Kingswood House, Exeter Road, South Brent; the Parish Council has no objection to this application.

PC 31-5-19 Action to be taken regarding road safety concerns for the Exeter Road/ Palstone Lane area
Cllr Peter Kelly advised a meeting would take place with the Local DCC Highways Officer to discuss relocating the VAS.
PC 32-5-19 Quotations received for filling potholes in Station Yard
Cllr Peter Kelly has received one quote for filling the potholes and two quotations for re-surfacing sections of the road through the Station Yard. It may be useful to have an independent opinion on what is required before contacting SHDC regarding a 30% contribution towards the works (and further quotes may be needed). The Local DCC Highways Officer’s view will be sought.

PC 33-5-19 Updated quote for replacement fencing at the play area
The outcome of the planning application next to Fair Field will be awaited, as there may be a further S 106 contribution.

PC 34-5-19 Information received from local organisations for a review of the Open Space, Sport and Recreation Plan for South Brent
A meeting will be scheduled.

PC 35-5-19 Future upkeep of the toilets at Shipley Bridge
No further news, although DNPA hope to know more in July.

PC 36-5-19 Progress with the installation of a larger post box for the centre of the village
The survey of the location of the bin shows it is not suitable for a pillar box. The latest suggestion is for an indoor post box which would be large, but with shallow foundations.

PC 37-5-19 Plan official openings of facilities provided with S 106 funding
Repairs to the cricket nets fencing are required, a date will be considered upon completion (22 June to coincide with the ‘Street Fair’ is a possibility).

PC 38-5-19 Update on the Recreation Field
Areas of Railway Wood are being used as a BMX track; SSB maintain the wood for the Council so their advice will be sought.

PC 39-5-19 Consider any Community Benefit Fund applications
None.

PC 40-5-19 Can this community, through the Parish Council, help in the refugee crisis; a grant of £132 for the coming year was agreed in principle on 29 April 2019
Cllr Peter Kelly proposed a grant of £132 is made available to the Refugee Support Network, through payment of invoices from the Old School Community Centre, seconded by Cllr Paul Fennessy and resolved by the Council. A Councillor representative/liaison to the Refugee Support Network will be included on the next agenda.

PC 41-5-19 Finance:

The accounts for payment were approved by the Council:

**PAYMENTS:**

**Community Benefit Fund**
South Brent Judo Club: grant towards paying for training camps, competitions and development programmes for England Squad players 1000
South Brent Primary School: grant towards two iPads and
PC 42-5-19 Correspondence available on the table at the meeting (or by arrangement with the clerk):

a) Devon Association of Local Councils: training courses available.
b) EDF Energy: renewal of contract for toilet at Sanderspool Cross; agreed by the Council.
c) Signed leases for the Recreation field have been received by the Council’s solicitor.
d) ‘Clerks & Councils Direct’ magazine.
e) Judo Club: message of thanks for the anticipated Community Benefit Fund grant.
f) Invitation (for the Chairman or representative) to attend the induction and installation of Rev Professor Dr Gina Radford as Team Vicar 12 June at 7.00 pm. The Chairman will attend and any other Councillors are most welcome.

All noted by the Parish Council.

PC 43-5-19 Report highway matters and any street cleaning required, including possible arrangements for weed spraying in the village (and locations).

The damaged fence opposite the Village Hall and blocks knocked out of the wall approaching the Lower Railway Bridge (from the Church) have been reported to Network Rail.

Weed spraying by the Council grounds maintenance contractor is required from the bottom of Church Street into Wellington Square, in the centre of the village and down Plymouth Road past the Health Centre. In view of the resolution on the Environmental Emergency earlier this evening a non-glyphosate weed killer is also required.

PC 44-5-19 Items for press release and/or the newsletter
An item on the newly co-opted Councillors will be sent to the local press.

PC 45-5-19 Items for the next agenda
As indicated above.

The meeting closed at 9.59 pm.