

Minutes of the Remote Annual Parish Council meeting followed by the Ordinary Parish Council meeting held 4<sup>th</sup> May 2021, at 7.30pm. The Chairman welcomed everyone to the meeting.

Open Forum:

APC 01-05-21 Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office. Cllr Kelly proposed Cllr Astal-Stain, seconded by Cllr O'Connor. Cllr Astal-Stain proposed Cllr Richards, seconded by Cllr Pannell. Councillors voted a majority for Cllr Richards by a show of hands. Cllr Richards signed and held up the Declaration of Acceptance of Office to the camera, seen.

APC 02-05-21 Election of Vice-Chairman of the Parish Council. Cllr O'Connor proposed Cllr Astal-Stain, seconded by Cllr Fone. Carried unanimously. Cllr Pannell has handed the badge of office over to Cllr Kelly to facilitate repairs.

Cllr Richards thanked Cllr Pannell for her tenure as Chairman.

APC 03-05-21 Registers of Interests from all Councillors. Councillors are reminded to complete and/or update their Register of Interests via the forms available on the SHDC website.

APC 04-05-21 Record of members present.

Councillors Cathie Pannell, Glyn Richards, Lisette Granados, Ian O'Connor, Jill Cruz, Paul Astal-Stain, Peter Kelly, David Hancock, Richard Fone, Rachel Rafiqi, DC Guy Pannell and the Clerk.

APC 05-05-21 Apologies for absence.

Apologies were received and accepted from Cllr Power.

APC 06-05-21 Declarations of interest (and nature) with regard to items on the agenda.

None

APC 07-05-21 Consider the granting of dispensations.

No applications.

APC 08-05-21 Public participation session with respect to items on the agenda (including any comments from Councillors with a personal interest in an agenda item). None

APC 09-05-21 Police report (Crime and Disorder Reduction). Cllr Richards – the average increase to Council Tax as levied by the Police is £236.50, which is a 6.7% increase. Clerk to invite the PCC to the June meeting. Cllr Astal-Stain will draft a letter for the Clerk to send to the MP requesting a Police presence in South Brent.

APC 10-05-21 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 26<sup>th</sup> April 2021. Cllr Astal-Stain proposed the minutes were accepted and this was seconded by Cllr O'Connor and agreed by the council. Clerk to check if Katherine Johnston still would like to be co-opted.

APC 11-05-21 Report matters arising from the minutes. None.

APC 12-05-21 Parish Council Committees, working groups and stakeholder groups. See appendix.

APC 13-05-21 Review of delegation arrangements to committees and working groups. To adopt the Scheme of Delegation. Cllr Richards concerned that as it is five weeks until the next Planning Meeting provision should be made for the Council to comment on Planning matters. Cllr Fone proposed the adoption of the Scheme of Delegation and Cllr O'Connor seconded and agreed by the council. Review again 28<sup>th</sup> June 2021.

APC 2021-05-04

APC 14-05-21 Review of terms of reference for Committees. To be reviewed by Committees when they meet.

APC 15-05-21 Receipt of nominations to existing Committees and working groups: See Appendix A and B.

APC 16-05-21 Appointment of any new committees and working groups. Cllr Fone - South Brent Twinning group would welcome a Parish Council representative, Councillors' Fone and Astal-Stain volunteered and will represent the Parish Council.

APC 17-05-21 Review standing orders. These were revised in 2018 and again in 2020, Cllr Richards will review the changes and report. Financial and financial regulations; land and assets; insurance cover (three quotes, Hiscox recommended, Clerk to confirm who insures the car park, membership of other bodies; Complaints procedure and Freedom of Information policy both reviewed by Finance. LUCY CHECK

APC 18-05-21 Arrangements for the Council to be eligible to exercise the general power of competence. Not applicable, the Council does not have enough elected Councillors.

APC 19-05-21. Appointment of representatives to, or liaison with outside bodies. See Appendix A and B.

APC 20-05-21 Arrange for the inspection of the deeds and trust documents in the custody of the Council. Held at Devon Archive Offices. Note that the tithe map is held under Brent, not South Brent – Cllr Kelly.

APC 21-05-21 Carry out a review of the effectiveness of the system of internal control of the accounts during the year to 31 March 2021. Clerk – the Internal Auditor has not raised any issues with the system of internal control.

APC 22-05-21 Independent Audit report on the accounts for the year ended 31 March 2021. Clerk to check the HMRC credit. Asset register discrepancy from last year to this possibly the difference between fixed and variable assets, council agreed to use the figure from the previous audit 2019/2020. Councillors' Rafiqi and Richards and the Clerk will check the Asset Register at a date to be agreed.

APC 23-05-21 Consider approval of the Annual Governance Statement (Section 1 of Annual Return). Cllr Richards read through the statement to be signed, Council approved and Cllr Richards to sign as soon as possible in order for the Clerk to file the accounts.

APC 24-05-21 Consider the Accounting Statements and approval (Section 2 of Annual Return). Cllr Richards confirmed the change to the Asset Register. Voted and carried unanimously that Cllr Richards signs this document.

APC 25-05-21 To adopt Scheme of Delegation. Not applicable, dealt with, see Minute APC 13-05-21.

APC 26-05-21 Progress with S106 funding projects. Not applicable. The housing projects of Fair Field and Shepherds Green will generate money for the parish in June 2022 once the 20<sup>th</sup> house is occupied, and this will be approximately £23000. There will be a requirement to match fund for projects and Councillors should start to consider what major projects would be welcomed in the parish, up to £50000 spend.

Comfort break.

APC 27-05-21 Correspondence circulated to Councillors: none.

APC 28-05-21 Planning matters: Cllr Pannell left the room as interested party

- a. Any amended applications - none
- b. Planning applications

Application	Proposal
0198/21 DNPA	<p>Addition of first floor extension and Juliet balcony at Glazebrook Farm, South Brent.</p> <p>Objection - overdevelopment of the site. Link passageway and conversion of double garage to accommodation appear to have been done without consent.</p> <p>Cllr Pannell returned after the DNPA application was dealt with.</p>
1289/21/FUL	<p>Extension to car sales business, Wonton Farm, Diptford, Totnes, TQ9 7LS.</p> <p>Objection - There are alternative brown field sites available locally and this is unjustified development in open countryside</p>

- c. Planning Decisions. None.
- d. Tree Applications. None.

APC 29-05-21 Plan official openings of facilities provided with S106 funding. Not applicable.

APC 30-05-21 Update on the Recreation Field (Cllr Kelly). To consider purchase of a new toilet door for the Play Park at £275.00. Door is warped and damaged. The quote from Rob Illman includes installation. Agreed, Clerk to contact handyman to confirm supply and fit new toilet door in Sands Cross play park.

APC 31-05-21 Consider any Community Benefit Fund applications. None

APC 32-05-21 Finance

- a. To agree the Accounts for payment for May 2021. Agreed, carried unanimously.
- b. Parish Basic Allowance 2021/2022. The Basic Allowance is only available to elected Councillors. The Clerk has circulated blank letters and Councillors are to complete if they wish to decline.

APC 33-05-21 Correspondence.

- a. Report highway matters and any street cleaning required. Lengthsman to clean centre of village first including weeds around shops. Cllr Rafiqi, two drains in Church Street always block when it rains. Church Street has been requested to be resurfaced. Clerk to email County Councillor after elections for an update. Note agenda title to be Highways and Lengthsman. Cllr Pannell, can signage be installed in Church Street to stop lorries getting stuck.
- b. Items for press release and/or the newsletter. Co-opted of Richard Fone, new Chair, Vice Chair and Clerk, photographs help, Clerk to do before 16<sup>th</sup> May. Cllr Cruz would like a positive report in the Newsletter – so would Cllr Granados, Councillors to provide. Cllr Pannell to email Cllr Granados with APM report.
- c. To consider changing the start time of meetings to 7pm from 7.30pm. Not agreed. The reading out of the Minutes in the meeting takes quite some time. In future they will not be read out as they have been circulated to all Councillors beforehand.

- d. To consider running two meetings back to back on one night when agendas allow. Agreed where practicable, Cllr Richards and the Clerk will organise these changes and circulate.
- e. The cessation of Zoom meetings from 7<sup>th</sup> May 2021 dependant on Parliaments decision w/c 26<sup>th</sup> April and how this affects this Councils meeting dates. Parliament did not extend the agreement for virtual meeting, Clerk to book the village hall from 7pm to 10pm for meetings, for as long as the main hall is available this year.
- f. To consider the quotation of £609.00 from Rob Illman for repairs to the benches, seats and other items requiring attention (previously circulated). Proposed by Cllr Astal-Stain, seconded Cllr Rafiqi, agreed by council. Note this is in addition to Minute APC 30-05-21.
- g. BT telephone box in village centre, bottom of door needs work and box needs painting. This is a Grade II listed structure. Cllr O'Connor to let the Clerk have the phone number and she will contact BT to instigate repairs.

## PART 2

APC 34-05-21 Pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960, to resolve to exclude the public and press due the confidential nature of the business to be transacted. Not applicable.

APC 35-05-21 To resolve re-admittance of public and press to the meeting. Not applicable.

APC 36-05-21 Items for future agendas. None as yet.

APC 37-05-21 Date of the next Parish Council meetings: 14<sup>th</sup> June Planning and Media, 21<sup>st</sup> June Christmas lights and Finance, 28<sup>th</sup> June Full Council. Note these are face to face meetings to be held in the Village Hall.

9.38pm meeting closed.