

DRAFT

Minutes of a Meeting of the **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
On **MONDAY 21st January 2019** at **7.30pm**

Present: Cllr T Pearce (Chair), Cllr B Lemon, Cllr L Bristow, Cllr J Adams, Cllr D Percival

Apologies: All present

In Attendance: Mrs C Oxenham (Parish Clerk), Cllr P Sanders (leader of WDBC)

Public Question Time: There were no members of the public present.

1-2019 **APOLOGIES FOR ABSENCE** None

2-2019 **DECLARATIONS OF INTEREST** Cllr T Pearce declared a personal interest in item 4 – Matters Arising - Church Car Park Toilets and Item 4 – Matters Arising – Proposed Housing due to his position as West Devon Borough Council Ward Member. Cllr B Lemon and Cllr D Percival both declared an interest in Item 4 – Matters Arising - Housing Survey as both have family members who have registered an interest.

3-2019 **APPROVAL OF THE MINUTES OF THE COUNCIL MEETINGS HELD ON 10th December 2018**

Cllrs T Pearce, D Percival and B Lemon requested that the word '*personal*' be inserted before their declared interest at minute 10019. It was then **AGREED** that the Minutes of this meeting be adopted.

4-2019 **MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA**

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

a) Church Car Park Toilets – Cllr D Percival obtained the key for the toilets, although he wasn't able to gain full access to the locked cupboard, believed to house the stop cock, water pump and electric meter). He reported that in general, they seem to be in reasonable condition and are just in need of a general clean and repaint. As well as the metal bins in both the ladies and men's toilets, there is also a bin for sanitary waste which will need emptying. The toilets are currently cleaned 3 times per week and there is a caretaker who checks several of the local toilets periodically for vandalism, stock replenishing etc. Cllr Percival was advised that the toilets are on mains drainage and the hedges and grass are maintained by DNPA. The noticeboard is also thought to be the responsibility of DNPA and the outside bin and carpark are maintained by WDBC. He was thanked for his efforts.

Cllrs had differing views about whether the toilets should be taken on by the Parish Council. Cllr L Bristow pointed out that although it might be objectionable, a decision has to be made and there are 3 clear options, a) Find the money to give to WDBC to continue to run them but have no control over the operation of them – this would also mean a 4 year commitment which could end up costing more, b) take them on and be in control of what happens to them c) close them altogether. It was felt over time that a coffee kiosk or similar could be considered over the summer months (with appropriate permissions) which could generate revenue to be offset against the costs.

The meeting was suspended at 19.56 when Cllr T Pearce asked Cllr P Sanders if the decision could be deferred to the next Parish Council meeting. His advice was that as the precept request has to be submitted by the end of January, a decision would need to be made before then.

The meeting reconvened at 20.00.

Cllr T Pearce proposed that the Parish Council agree to take them over in principle, subject to there being no clauses on how long they have to stay open, to them being in an acceptable

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standard of repair and decoration and that the items which have raised questions due to contradictions are clarified. The proposal was seconded by Cllr L Bristow and Cllr D Percival. Cllr J Adams and Cllr B Lemon were not in favour. The motion was carried with 3 votes to 2. Cllr T Pearce confirmed that as there was no financial gain, his personal interest did not prevent him from voting, as confirmed by the Monitoring Officer. Clerk to obtain a quote from FCC and advise WDBC of the decision.

CLERK

b) Speed Limits – No update.

c) Wheelwrights Stone – No update.

d) Cemetery restoration and maintenance – Cllr T Pearce has arranged to contact Mrs B Wheeler who carried out the ecological survey some years ago, to organise a site visit with all available Councillors. Clerk will in the meantime ask Mr A Phillips for another quote for next year based on what he did last year.

ALL

e) Brentor Engine Nameplate – Cllr T Pearce has now spoken to the late Mr Doidge's daughter who is in agreement for the sign to be loaned to the Plym Valley Railway for initially 2 years. She would like to go to the railway when the sign is taken there. When it eventually comes back to the village, she would also like to be involved. Clerk to contact Plym Railway and WDBC (Mrs K Hoare) to organise.

CLERK

f) Darke Lane drainage – Significant work has now been carried out to return the lane to its original state. Mr R Taylor (DNPA) will revisit in the Spring to see if further work is required.

g) War Memorial Repair – Clerk has spoken to Pascoes who think they have been to assess. Clerk will continue to pursue.

CLERK

h) Proposed Housing – The hall has been booked for the 2nd March immediately following the coffee morning, until 3pm. Mr R Ellis has confirmed he will be available. A notice has been put in the Brentor News and on the website. Clerk will contact Mrs S Burroughs to ask if some flyers can be put in the signs outside the hall.

Although the Parish Council have confirmed their support for the proposed development, it is now up to the community to decide what they would like to be built. It was suggested that any parishioners who wanted to make comments after the meeting, could email them to the Clerk.

5-2019 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS

VH&PF – Cllr L Bristow is due to attend the next meeting later in the week. Cllr D Percival advised that he is happy to sit on the sub-committee for discussions about the new village hall. All Cllrs confirmed they were in agreement with this.

6-2019 PLANNING MATTERS

There were no planning matters.

7-2019 REQUESTS FOR GRANTS

a) Brentor and Moor Compassionate Neighbours Scheme (BMCN) – Cllrs have further questions such as if this is a registered charity, have they made any visits in the Parish and if financial information is published anywhere. A decision was deferred until the next meeting. Clerk to contact them.

CLERK

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b) VH&PF Committee request for £196 to cover the cost of the newly imposed waste collection fee. After discussion it was unanimously agreed that a decision be deferred until the next meeting. Some Cllrs were of the opinion that this was a relatively small expense which could be absorbed by a slight increase in hall hire fees, especially as the rubbish collected was produced by people using the hall. Cllr L Bristow will put this to the committee when she attends the meeting.

LB

8-2019 GENERAL FINANCE

a) The Clerk had previously shown the Chair bank reconciliations and cash flow sheet together with bank statements dated 3rd January 2019.

b) There were no receipts.

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

11/12/18	£1600.46	D/D	PWLB
28/12/18	£20.00	S/O	Clerks admin expenses
28/12/18	£288.43	S/O	Clerks salary

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

21/01/19	£373	CQ	Lengthsman services
21/01/19	£110	CQ	Hall hire
21/01/19	£106	CQ	SLCC Membership
21/01/19	£74.60	CQ	Clerks expenses (incl. additional hours worked)

e) It was **RESOLVED** to approve and sign the cash flow as at 03/01/19

f) It was **RESOLVED** to approve and sign the Bank Reconciliation as at 03/01/19

g) Clerk advised that SLCC fees are worked out based on salary and can be combined to cover multiple clerks job. It was AGREED that Clerk would contact her other PC (Plasterdown) to see if they wanted to contribute to this fee (suggested £32) rather than paying separately. SLCC have confirmed this is OK.

CLERK

9-2019 DRAFT BUDGET/PRECEPT DISCUSSION

Costings for the toilets have been estimated as far as are possible with the information provided. Drawing on cash reserves built up over the years will keep the precept request to a minimum and Clerk will request £14,300 proposed by Cllr L Bristow, seconded by Cllr D Percival and AGREED by all.

CLERK

10-2019 CORRESPONDENCE

Members **NOTED** the correspondence (*previously circulated by the Clerk*).

a) For action/decision:- Brentor Garden Club re daffodil planting

Cllrs were in agreement that although they are in favour of planting daffodils in the village, it would be more beneficial to do it as a village project in conjunction with the Brentor Garden Club, rather than involving another (Mary Tavy Jubilee Group). Clerk will contact the Garden Club

CLERK

b) For information only:

WDBC notice of change to paperless planning notification system

Notice from the Lamerton Parish Neighbourhood Plan Steering Group

Response from Rt Hon. G Cox MP re mobile phone coverage.

11-2019 LOCAL ELECTIONS

Clerk had previously circulated a timetable of proceedings for the local elections due to be held on 2nd May. Cllr T Pearce is due to attend a meeting soon regarding this and pass any additional information on.

TP

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12-2019 BUTCHER PARK HILL CLOSURE

Clerk has written to DCC Highways expressing formal objections to this lengthy closure.

13-2019 MINOR ITEMS

a) Cllr B Lemon suggested that Cllrs should no longer be using personal email addresses for Parish Council business to keep in line with GDPR rules. Clerk will investigate setting up a series of email accounts which could then be passed on to any new Cllrs. A simple password change would mean previous information would still be available.

CLERK

b) Clerks' holiday – Clerk will be away from 19th to 24th February inclusive.

14-2019 DATE AND TIME OF NEXT MEETING Monday 11th February 2019 at 7.30pm, Brentor Village Hall

15-2019 CLOSE The meeting was formally closed at 9.15pm.