Minutes of a Meeting of **BRENTOR PARISH COUNCIL** held in Brentor Village Hall

On **MONDAY** **16th September 2019** at **7.30pm**

**Present:** Cllr T Pearce (Chair), Cllr L Bristow, Cllr D Williams, Cllr B Dawson

**Apologies:** Cllr D Percival

**In Attendance:** Mrs Suzanne Fraser, Mrs C Oxenham (Parish Clerk)

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|  | **PUBLIC QUESTION TIME**  There were no questions. |  |
| **104-2019** | **APOLOGIES FOR ABSENCE**  Apologies had been received from Cllr D Percival (holiday) |  |
| **105-2019** | **DECLARATIONS OF INTEREST**  Cllr T. Pearce declared an interest in item 5 – Matters Arising - Church Car Park Toilets and also Housing due to his position as West Devon Borough Council Ward Member. He also later declared an interest in item 9 ‘Council Tax Support Grant’. |  |
| **106-2019** | **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 15TH July 2019**  It was AGREED that the minutes of this meeting be adopted. Proposed By Cllr D Williams, seconded by Cllr L Bristow and agreed by all. |  |
| **107-2019** | **CO-OPTION APPLICATION TO BE CONSIDERED**  Mrs Suzanne Fraser had submitted an application to be considered for co-option onto the Parish Council. She spoke briefly about her background which has involved various roles within playgroup/school/Cricket club etc. and feels now is the time to volunteer and give a bit back to her local community. Cllr T Pearce proposed that she be co-opted, seconded by Cllr D Williams and AGREED by all. She was welcomed onto the Council and thanked for her interest. Declaration of Office was duly signed. Declaration of Interest to be completed and returned to the Clerk. |  |
| **108-2019** | **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 – Further information regarding the business rating of the toilets has now been clarified. The toilet block and the car park are two separate entities. Even though the toilet block will be zero rated, it is still classed as a rateable building and therefore the car park rates will still be payable. Mrs H Harris (church warden) has made enquiries about costings for CCTV cameras and is currently investigating this. No further information is available re the proposal to put a refreshment facility of some description in the car park. Clerk will wait to be invoiced for the Parish Council contribution payable to WDBC for keeping the toilets open for this summer and will then ask the church for their contribution.  b) Wheelwrights Stone – No further progress. Still ongoing.  c) Cemetery restoration and maintenance – Clerk has received the final bill for the cemetery maintenance and has been asked if the winter hedge trimming and next year’s cutting is required. It was AGREED that Mr Phillips should be asked to proceed with the winter hedge cutting, but he will be advised that next year’s contract will be put out to tender. Cllr B Dawson has offered to look at drawing up a contract. Clerk to forward the old one to him. Cllr S Fraser has agreed to be a point of contact for SW Water to come and give a quote for getting water to the cemetery. Clerk to organise.  d) Brentor Engine Nameplate – A new CCTV system has just been installed at the Plym Valley Railway. Cllr T Pearce is hoping to take the nameplate week commencing 14th October.  e) War Memorial Repair – It was proposed by Cllr L Bristow, seconded by Cllr D Williams and AGREED by all that Pascoes be asked to carry out the works to clean and repaint the War Memorial. Clerk will send the advisory notices from DNPA and remind them that it is a Grade 2 Listed Monument.  Cllr B Dawson also mentioned that there was no church bell at last years’ Remembrance Service. Clerk to contact the church wardens.  f) Heathermead – Action regarding this matter is being undertaken.  g) Housing – There has been an issue raised by DNPA at the pre-application Planning stage and the architect and Housing Officer have asked to meet with Councillors to discuss.  h) Review of Code of Conduct/Standing Orders/Financial Regulations – It was AGREED that Cllr T Pearce, Cllr D Williams and the clerk would meet late October to go through these documents. Amended versions would then be issued to everyone for any comments/approval at a full council meeting.  i) Appointment of representative to Brentor Commons Association – It was AGREED by all that Cllr S Fraser would take over the role from Cllr T Pearce because of his increased WDBC workload.  j) New Bank Account – Both Cllr T Pearce and the clerk have approached several banks and have been unable to organise a suitable new account to be used for the cemetery. It was agreed to keep the existing account in operation and for the clerk to keep separate records of cemetery income and expenditure. It was also AGREED that Cllr D Williams would be a signatory on the Bank account in addition to Cllr D Percival and the clerk. Clerk to organise the paperwork.  k) Lengthsman update – The lengthsman has suggested that interim work is unnecessary unless there is a particular issue, and has suggested that we wait until October when the majority of leaves should have fallen before he does his usual rounds. | **CLERK**  **ALL**  **CLERK/BD**  **CLERK/SF**  **TP**  **CLERK**  **CLERK**  **CLERK**  **CLERK** |
| **109-2019** | **REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS**  VH& PF – Cllr L Bristow reported that the last meeting had been very positive. Work is well under way for a shelter and new toilet. There are various functions in the pipeline and several grants are being applied for including National Lottery and Post Code Lottery.  Cllr D Percival had asked for support from the Parish Council in the application by the VH&PF Committee to the Post Code Lottery, for funding for large benches and tables. Cllr B Dawson felt that by applying for funding for something like this, money would be drawn away from other bigger projects (eg the hall) and also felt the sum in question (£6000) was excessive. It was suggested that Cllr Dawson contact the VH&PF directly as a parishioner to discuss his concerns. Cllr T Pearce confirmed that the Parish Council were not being asked for any financial commitment, just confirmation of support for the proposed project. Cllr T Pearce proposed that this support be offered, seconded by Cllr L Bristow and agreed by Cllrs D Williams and S Fraser. Cllr B Dawson abstained for the reasons stated. Clerk to inform Cllr D Percival to proceed with the application. | **CLERK/DP** |
| **110-2019** | **PLANNING MATTERS**  a) For information only:   |  |  |  | | --- | --- | --- | | DNPA  0228/19 | Erection of external wooden shelter on existing concrete base and compost toilet, field at corner of Burn Lane, Brentor | Grant of conditional planning  permission | | DNPA  0240/19 | Single storey side extension.  The Old Shippen, Holyeat Farm, Brentor | Refusal of planning permission | | WDBC  2783/19/TEX | To fell a dead, unstable, infected with fungus Sycamore tree.  Rowden House, Road from Rowden Cross to Cloberry House | TPO – Grant of exemption | | DNPA  19/0032 | Proposed Tree Works – 1. Beech – Reduce poorly attached low limb by 5m and reduce extended branches by 2.5m at The Old Vicarage | No TPO | | DNPA  0128/19 | Certificate for lawfulness for use of barn as a mixed use storage and business  Wortha Farm, Brentor | Withdrawn | |  |
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| **111-2019** | **GENERAL FINANCE**  a) The Clerk had previously shown the Chair the Bank reconciliations and cash flow sheets, together with Bank Statements dated 10th July, 1st August and 1st September 2019. |  |
|  | b) Receipts – none  c) It was **RESOLVED** to approve the following payments made since the last meeting:   |  |  |  |  | | --- | --- | --- | --- | | 28/07/19 | £377.65 | S/O | Clerks Salary | | 28/07/19 | £20.00 | S/O | Clerks admin expenses | | 28/08/19 | £377.65 | S/O | Clerks Salary | | 28/08/19 | £20.00 | S/O | Clerks admin expenses | |  |
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|  | d) It was **RESOLVED** to approve the following payments:   |  |  |  |  | | --- | --- | --- | --- | | 16/09/19 | £21.60 | CQ | Clerks expenses | | 16/09/19 | £900 | CQ | Cemetery maintenance (2 bills) | | 16/09/19 | £10 | CQ | Planning Workshop fee (Cllr D Williams) CPRE |   Clerk to organise for signature of the cheques when Cllr D Percival returns from holiday and will ask CPRE how much the fee is for joining. | **CLERK** |
| **112-2019** | **COUNCIL TAX SUPPORT GRANT**  Notification has been received from West Devon Borough Council that they propose to withdraw Council Tax Support Grant with effect from 1st April 2020. This years’ support (£163) equated to only 1.15% of the Parish Precept. Councillors acknowledged the considerable cost of calculating and paying a relatively small amount and agreed to support the proposals. Proposed by Cllr D Williams, seconded by Cllr L Bristow, all in favour. |  |
| **113-2019** | **DARKE LANE/FINGERPOST RENEWALS**  Cllr T Pearce has been advised that the Parish Councils contribution to the Darke Lane repairs is no longer required as DNPA had surplus money which they have used. They have asked if the money set aside can be put towards fingerpost repairs/renewals in the Parish instead. (There are 17 in total). Cllrs felt that more work would be needed to finish the Darke Lane repairs properly and had reservations about committing the full sum of money to a new project. Cllr T Pearce will email the DNPA ranger and ask about completing the job and will also get an estimate for the fingerpost work. Cllrs were in agreement to part funding the fingerpost repairs in principle and felt able to commit to a figure in the region of no more than £300) | **TP** |
| **114-2019** | **WAR GRAVES INFORMATION**  Clerk has contacted the War Graves Commission to ask about the procedure for installing a commemorative plaque in the Cemetery. The process can take as long as 12 months to organise with confirmation being required of size of sign and what it is to be fixed to (gates/stone work etc). Clerk to write back and ask for it to be put on hold until the restoration work has been completed. | **CLERK** |
| **115-2019** | **CORRESPONDENCE**  For information only:-  Devon & Somerset Fire and Rescue – Although our service will be reduced, the West Devon area is the only one in the county not to be losing a fire station so, on balance, the net result for Tavistock is not as bad as elsewhere.    Heathers on Bowden Common – Thanks have been received from the Brentor Commons Association for the Parish Councils grant for Heather plants bought last year. Around 80% have now bedded in and survived and should begin to thrive – a great result.  Ash Die back disease information – This has been widely publicised.  Review of Polling Districts and Polling Places – Brentor Village Hall is considered adequate for the purpose of elections.  DNPA Local Plan – Cllr T Pearce is to attend a workshop. The plan can be viewed on line. The clerk also has a hard copy for anyone who would like to view it. |  |
| **116-2019** | **MINOR ITEMS**  a) Cllr D Williams raised concerns about the behaviour of the Highland cattle grazing on the moor. Usually placid, they have in recent years become more problematic and there have been several incidents when members of the public have been hurt. Walls are also not being maintained and the cattle are clambering onto them causing more damage. It was AGREED that the clerk should write to the Dartmoor Commoners Association and send a copy to DNPA expressing concern about the serious safety risk being caused by the cattle. Clerk will also ask the DNPA for some guidelines on how people should behave if they feel threatened by the cattle. A note will be put on the website and in the Brentor News asking any residents with concerns to contact the Parish Council. Clerk to also contact the Commoners about concerns re the risk of gorse fires which are spreading closer to houses.  Traffic speeding on Burn Lane – Cllr D Williams also brought to the attention of the Parish Council problems with speeding traffic along very narrow lanes in the village, in particular along Burn Lane and Chapel Lane. Speeding traffic has been an issue for discussion on several occasions.  Hedgecutting at Station House – Cllr T Pearce will ask Highways about cutting this hedge which is encroaching on to the highway.  Global warming/helping the environment – Cllr L Bristow had read an article about electrical car charging points being installed in villages and wanted to know if the village hall or car park near the church had been put forward as a proposed site.  Brentor Inn – Cllr B Dawson was interested to know what was happening. Cllr T Pearce stated that a meeting due to happen had been postponed (due to senior officer illness), to the end of the month and there was no further information at the moment.  Rededication Service St Michaels Church – On December 4th 1319 the Bishop of Exeter, Walter Stapleton, rode to Brentor to rededicate St Michaels, following building work on the church. Councillors are invited to attend a service at 3pm on Sunday 1st December to commemorate this event, with refreshments afterwards. Cllr T Pearce and L Bristow will attend with Cllr D Williams potentially also being able to attend. Clerk to contact Cllr D Percival and respond to Helen Harris, churchwarden. | **CLERK**  **TP**  **CLERK** |
| **117-2019** | **DATE AND TIME OF NEXT MEETING** Monday 14th October 2019 at 7.30pm, Brentor Village Hall |  |
| **118-2019** | **CLOSE** The meeting was formally closed at 9.41pm. |  |