

DRAFT

Minutes of a Meeting of **BRENTOR PARISH COUNCIL** held in Brentor Village Hall
On **MONDAY 10th February 2020** at **7.30pm**

Present: Cllr T Pearce (Chair), Cllr D Percival (Vice Chair), Cllr L Bristow, Cllr B Dawson, Cllr A Arnold, Cllr S Fraser

Apologies: Cllr D Williams

In Attendance: Mrs C Oxenham (Parish Clerk)

PUBLIC QUESTION TIME_- There were no members of the public present.

13-2020 **APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr D Williams

14-2020 **DECLARATIONS OF INTEREST**

Cllr T. Pearce declared an interest in item 4 – Matters Arising - Church Car Park Toilets and also Housing due to his position as West Devon Borough Council Ward Member. Cllr D Percival declared an interest in Housing as previously stated. Cllr B Dawson declared a pecuniary interest in DNPA 20/0006 Proposed Tree Works application.

15-2020 **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 9th DECEMBER 2019**

It was AGREED by all that the minutes of this meeting be adopted, proposed by Cllr S Fraser, seconded by Cllr L Bristow.

16-2020 **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 – Helen Harris (churchwarden) has informed the Parish Council that a new pilgrimage route, the Archangel Way (a 26-mile route from St Michaels at Brentor to St Michaels at Chagford) is due to be opened on 14th March. They are expecting lots of visitors, press etc and have asked if the toilets can be opened early. (The toilets are usually open from 1st April to 31st October). Opening early would incur an expense which the Parish Council will not be able to meet. It was agreed that it is outside the jurisdiction of the Parish Council and will need to be referred to WDBC for an answer. However, after a discussion, Cllr L Bristow proposed that if they were to be opened early, a solution could be to close them earlier for the same period of time (mid October). This was seconded by Cllr D Percival and agreed by all who voted. Clerk will respond to Helen Harris and Cllr T Pearce will put the proposal forward to WDBC.

**CLERK/
TP**

b) Wheelwrights Stone – No further progress. Still ongoing.

c) Cemetery restoration and maintenance – Cllr B Dawson has produced a new draft specification. It was agreed that a much shorter spec. would be more beneficial. Cllr B Dawson to edit and circulate to all. Tenders will then be invited. It was AGREED that the best way to deal with grass cuttings would be to create a compost area in the corner. The stone which is dug out of new plots could be offered to the Commons. Cllr Dawson was thanked for the time he had spent so far.

**BD/
ALL**

d) Brentor Engine Nameplate – Cllr T Pearce is hoping to arrange to take the sign with Cllr D Percival next week.

TP/DW

e) Housing – No further updates. Cllr Pearce has emailed Rob Ellis for a progress report but hasn't had a reply yet.

f) Review of Code of Conduct/Standing Orders/Financial Regulations – Date to be set.

**TP/DW/
CLERK**

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- g) Darke Lane/finger post renewals – Thanks were expressed to Cllr Dawson and Cllr Arnold who had previously met with Rob Taylor to have a look at the problems on Darke Lane. National Park contractors are going to put an underground pipe in to hopefully alleviate the problem. Payment (which has already been set aside) towards the job may be requested.
- h) Highland cattle – No update as Cllr D Williams absent.
- i) Devon Climate Emergency – No further information.
- j) Devon Communities – Council Emergency Plan & Big Energy Saving Network Programme – This will now be held on 9th March. Clerk to make sure the hall is available earlier for a 7pm start.
- k) Speed meeting update – Clerk has had responses from the Police and Highways who have both declined to attend a public meeting. Copies of the response to be forwarded to Cllr Fraser who will forward them to concerned residents. The Parish Council will continue to investigate other avenues.
- l) Brentor Inn – A Building Control Surveyor is due to take a look at the site. Clerk will also write to WDBC and DNPA for clarification on what is going on with the process of dealing with the Brentor Inn and the dilapidated and littered state it is in.

CLERK/SF

CLERK

CLERK

Clerk will also write to the Post Office and ask what happens to post boxes when they have been closed and removed. The one situated outside the Brentor Inn has now been missing for some time.

17-2020 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS

VH & PF – No meeting although Cllrs Bristow and Percival reported that benches and tables had now been ordered for the field. Discussions are now taking place regarding the Summer Fair with the possibility of it being extended to run through the evening.

18-2020 PLANNING MATTERS

Cllr B Dawson gave a brief summary of the proposed tree works he has applied to carry out at Broadmead Barn. He then left the room whilst the remaining Councillors considered the application. Cllr Pearce proposed that the application be supported, seconded by Cllr Fraser and agreed by all.

DNPA 20/0006	Proposed Tree Works, Broadmead Barn To reduce long extended branches – Beech tree	Support application
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19-2020 COUNCILLORS TRAINING

Cllr T Pearce reminded Cllrs (especially newer members), that money is set aside in the budget for relevant training courses. The new Councillors course in particular would be useful, as would the cemetery management course, details of which were recently circulated by the clerk.

20-2020 GENERAL FINANCE

a) The Clerk had previously shown the Chair the Bank reconciliations and cash flow sheets, together with Bank Statement dated 1st February 2020

b) Receipts since the last meeting:

08/01/20	£35	CQ	Plasterdown PC (contribution to SLCC fee)
15/01/20	£1110.56	BACS	VAT Refund

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

28/01/20	£20.00	S/O	Clerks admin expenses
28/01/20	£377.65	S/O	Clerks Salary

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

10/02/20	£40.00	CQ	ICO Fee (GDPR)
10/02/20	£12.80	CQ	Clerks expenses
10/02/20	£252.00	CQ	A Phillips (cemetery hedge trimming)

21-2020 **CORRESPONDENCE**

Thanks had been received from BCT and CAB who had been informed that their applications for grants had been successful.

A letter was also received from the Brentor Commons. Their grant request had also been authorised but due to a large National Lottery Grant was now no longer required.

Letter from DCC re Drainage Maintenance Responsibilities, highlighting who is responsible for maintaining and clearing drainage systems on and around the highway.

22-2020 **MINOR ITEMS**

Annual Parish Meeting – clerk asked Cllrs to start to give some thought about what format they would like the next APM (usually held in May ahead of the AGM) to take.

Cllr B Dawson would like more regular information from the PC meetings to be included in the Brentor News. It was agreed that one or two items could be highlighted at each meeting and Clerk would send a brief summary to the editor. **ALL**

23-2020 **DATE AND TIME OF NEXT MEETING** Monday 9th March at 7.00pm, Brentor Village Hall. (Early start for Devon Communities to do their presentation). Clerk to advertise. **CLERK**

24-2020 **CLOSE** The meeting was formally closed at 9.10pm