

# DRAFT

Minutes of a Meeting of **BRENTOR PARISH COUNCIL** held virtually due to the Covid-19 pandemic  
On **Monday 15th February 2021** at **7.30pm**

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

**Apologies:** All present

**In Attendance:** Mrs C Oxenham (Parish Clerk), Mr Simon Chitty (to be elected as new Councillor), Mrs. L Oxford (Census Engagement Officer) Cllr P Sanders (County Councillor)

## **PUBLIC QUESTION TIME**

No questions.

### **19-2021 APOLOGIES FOR ABSENCE**

All present

### **20-2021 DECLARATIONS OF INTEREST**

Cllr Pearce declared an interest in item 6 – Matters Arising - Church Car Park Toilets and also Housing due to his position as West Devon Borough Council Ward Member. Cllr Percival declared an interest in Housing as previously stated.

### **21-2021 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> January 2021**

It was AGREED by all that the minutes of this meeting be adopted. Proposed by Cllr B Dawson, seconded by Cllr D Percival and AGREED by all.

### **22-2021 CO-OPTION OF NEW COUNCILLOR**

Mr Simon Chitty was welcomed on to the Parish Council following his election at the preceding meeting. In addition to this, Cllr D Williams has submitted his resignation from the Parish Council. Clerk will write to thank him for his work and will issue the necessary paperwork for advertising the new vacancy.

**CLERK**

### **23-2021 CENSUS ENGAGEMENT**

Liza Oxford explained that the survey is run by the Office of National Statistics every 10 years. It is a legal requirement that every household completes the necessary information which is a snapshot of the population on a given day, this year on 21<sup>st</sup> March. The data is used for various things such as planning and monitoring, public health, libraries etc and is helpful when deciding how billions of pounds of money spent each year is allocated. The census this year is going digital for the first time with an expected 89% of households taking part this way. Paper copies will be available if preferred and will be issued directly to households in those areas who have been identified as unable, for various reasons to complete an online form. All other households will receive a digital code in the post, to enable access to the online Census Form. There are walk in centres to help you complete the forms, as well as information at [www.census.gov.uk](http://www.census.gov.uk). Parish Councillors are also on hand to spread the word and share information in the community.

Councillors had some questions:

Q Can it be completed beforehand if you know where you will be on 21<sup>st</sup> March?

A Yes, as long as you know where you will be you can fill it in in advance.

Q Can you save the form as you go and complete the rest at a later date?

A Best to do in one go if you can. You can however go backwards and forwards in the pages.

Q What about people who don't complete it?

A After the initial reminders, there will be census officers going out to households who have

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yet to complete the form.

Q Previously, people have been discouraged from helping individuals complete personal information. Is it the same this year?

A No, it is actively encouraged that people help each other.

Liza was thanked for coming. She will forward some advertising posters for clerk to distribute.

### **24-2021 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA**

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

a) Emergency Plan – Cllrs Fraser and Percival were again thanked for the work they had put in to organising the equipment and writing the Emergency Plan. They have been unable to source any suitable 2-way radios, mainly due to battery requirements which would need constant monitoring. Cllr Percival has another couple of options to check out and DCRF are also making enquiries with other Parish Councils to see how they have overcome the issue. Cllr Fraser has asked DCRF if the money allocated for radios, can be used for printing Home Emergency Plan booklets instead. This will only be considered if a new amended form is submitted. Cllr Fraser has requested that the Parish Council instead fund the printing estimated to be approximately £169 for 250 copies of the Home Emergency Plan booklet (1 for each household plus a few spares), plus approximately £89 for 12-15 copies of the main plan. Cllr Pearce offered to fund this from his Locality Budget. He will check to see if this meets the criteria. If he is unable to use that money, he proposed that this be paid by the Parish Council, seconded by Cllr Dawson and AGREED by all.

**SF/DP**

Clerk will also invite a representative from Devon Air Ambulance to the next Parish Council meeting to discuss/answer questions regarding using Brentor Playing Field as possible DAAT night landing site.

**CLERK**

b) Church Car Park Toilets – There has been no response from Helen Harris as to the intentions of the Diocese and their commitment to taking on responsibility for the toilets moving forward. Cllr Pearce suggested that we should negotiate with WDBC to run them for a further year and see if they will accept an arrangement again for the forthcoming year. Clerk to contact WDBC.

**CLERK**

c) Wheelwrights Stone – Cllr Arnold reported that the stone now appears to have been set in concrete which could cause serious damage to it.

After discussing several options, it was agreed that the Wheelwrights Stone was a parish asset and should not be standing within the curtilage of a private property.

**CLERK**

It should be displayed in an appropriate setting in the village, with an information plaque to explain its historical significance to the parish.

It was AGREED that the clerk would contact DNPA again (Lee Bray - Archaeology Officer), for a fresh perspective and resolution to this issue which has been a contentious item on the agenda for many years.

Meeting suspended 20.32 for Cllr Sanders to speak

He suggested that Mr Cunningham just transfer ownership to the Parish Council. Cllr Sanders will go back to DNPA officer and ask for further advice. It would also be useful for any parishioners who remember the stone to put something in writing of their memories, and to support its removal away from a private property and back to the care of the parish.

Meeting reconvened at 20.37

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- d) Cemetery restoration – The job to repair the pillars has been advertised on the website and in the Brentor News but there have been no enquiries. DNPA have advised that original stone should be used, to get some quotes and then get back in touch to see if further permission is needed. Some of the ivy had already been removed when Cllrs Dawson and Arnold went to have a look. The privet hedge on the left- hand side is also a bit of an issue. Appears to need a rebuild of the pillars and the walls. Clerk to contact someone from the church and ask for details of people who carried out the works there. It may be that the job has to be advertised further afield eg in the Tavy Times. **CLERK**
- e) Brentor Engine Nameplate – On hold until the Spring. **CLERK**
- f) Housing – Councillors were extremely disappointed to learn of a change in the proposed Housing plans following a chance read of a statement on Facebook. It would appear that instead of discounted ownership, some of the properties will now be offered as shared ownership. Clerk will contact Laura Wootton and Chris Brook (WDBC) to register the Parish Councils disappointment again of the lack of contact and to ask for prior notification of any other social media notifications.
- g) Devon Climate Emergency – Nothing more to be done until we get some feedback from the survey.
- h) Brentor Inn – Clerk had previously written a letter to the Chief Executive of WDBC asking for an update regarding any enforcement action currently being taken. A response from Lucy Davis, Building Control Surveyor was received stating that the building and chimneys have been assessed and do not pose any imminent danger to the public. Sarah Jasper, Executive Assistant to the Leaders, has also responded stating that she is ‘checking with the various services to see who is best placed to move this forward.’ Clerk will chase up a response and will again invite officers to the next meeting. **CLERK**
- i) First Aid course – on hold. **DP**
- j) Defibrillator Box – Cllr Percival will try and have a look before the next meeting. **TP**
- k) Broadband Universal Service Obligation (USO) – Cllr Pearce informed Councillors that WDBC are actively working towards helping Liddaton and Coryton. He will follow this up with the relevant officers and will communicate directly with Mr Rob Ormsby and Cllr Chitty. **SF**
- l) Community Volunteer Group – The group is still active but there appears to be very little need for it at the moment.
- m) Replacement of Brentor Village Sign – Clerk will chase this up.
- n) Snow Warden Training – Nothing further to report. Clerk is still waiting for information on how to organise this. Chase up.
- o) Flooding – A list of potential flooding areas has now been compiled. No further action is required at this point.

### **25-2021 REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS**

There have been no meetings.

Some points to note – the County Council elections are due to be held on 6<sup>th</sup> May. WDBC will

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be issuing guidance as to how they should be run safely. As Brentor Village Hall is a designated polling station it is important that it is in good order to host them.

The law allowing remote council meetings is expected to change on 6<sup>th</sup> May, meaning that all Council meetings will revert to face to face. Thought must now be given to the Annual Parish Meeting, hosted by the Parish Council and the Annual General Meeting which usually follows. There are various options available but it would seem most sensible to bring both meetings forward. Councillors to consider various dates before the next meeting when the date will be set.

ALL

### 26-2021 PLANNING MATTERS

a) For information only:

DNPA 0565/20	Installation of AirBand radio transceiver on rear fascia, The Chapel, Brentor	Grant of listed building consent
WDBC 0254/21/PAA	Prior approval application for erection of agricultural building for storage of animal feed, hay and machinery. Beckwell Farms, East Liddaton, Coryton	Information only

### 27-2021 GENERAL FINANCE

a) The Clerk had previously circulated an up-to-date financial summary (as at 1<sup>st</sup> February 2021)

b) Receipts since the last meeting:

14/01/21	£376.50	CQ	Cemetery fee (Warren)
01/02/21	£309.95	BACS	VAT Refund

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

28/01/21	£394.45	S/O	Clerks salary
28/01/21	£20.00	S/O	Clerks admin
02/02/21	£826.43	CQ	D Percival (reimbursement of DCRF – Emergency equipment purchase)

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

15/02/21	£5.40	CQ	Clerks expenses
15/02/21	£40.00	CQ	ICO Fee (GDPR)
15/02/21	£53.40	CQ	Clerk (reimbursement for postage of Grants of Exclusive Rights of Burial certificates)

e) It was **AGREED** that following Cllr Williams resignation, Cllr Arnold would be signatory on the bank account, together with clerk and Cllr Percival. Clerk will organise the necessary paperwork when things are up and running again.

CLERK/  
AA

### 28-2021 BRENTOR COMMUNITY TRUST

Due to the retirement of 2 members of the BCT, the trust is asking for help and ideas about continuing with the trust. Two options have been suggested – the first is that it continues as a separate body and is restructured with new trustees, chair, secretary and treasurer

The second option is for it to be taken over by the Parish Council or Village Hall committee. After some discussion it was felt that the Parish Council would prefer it to remain as an independent organisation but if this is not possible, and the VH are not able to step in, the Parish Council would consider other options rather than allowing it to fold. Cllr Fraser to

SF

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contact the trust and advise them that more thought would be given by the Parish Council also taking into account the response is from the VH committee.

### **29-2021**    **CORRESPONDENCE**

Letters of thanks were received from the CAB and the VH & PF Committee for notifications that grants would be paid when the precept has been received.

A letter of thanks was also received from Mr Will Walker-Smith for getting extra resources for the Parish (sand bags etc). Thanks were expressed to Cllr Percival for organising this.

### **30-2021**    **MINOR ITEMS/ANY OTHER BUSINESS**

Councillors were shocked and saddened to hear that Lyn Bristow a former Parish Councillor, is seriously ill in hospital and they wish her a speedy recovery.

Cllr Percival wished to inform the Parish Council that his wife, Mrs Clare Percival has resigned from the Village Hall committee following an incident before Christmas, when she and her daughters were subject to false accusations made by a fellow committee member, that resulted in a police investigation. The accusations were investigated and concluded to be totally unfounded and dismissed. The VH committee believe this to be a private matter rather than a committee matter and she has therefore resigned as she views her position untenable. She is currently trying to resolve this matter through Devon Communities together.

Grit bins - Cllr Fraser asked if it would be possible to organise a grit bin at Liddaton Ford.

Mr Rob Ormsby joined the meeting at 21.50 with the Chairman's agreement and the meeting was subsequently suspended at this time to allow Cllr Sanders to speak.

Cllr Sanders advised that DCC were unable to maintain or service any additional grit bins to those already in operation and any new ones would have to be placed on private property. Mr Ormsby who had joined the meeting didn't think this would be a problem.

The meeting was reconvened at 21.55

**31-2021**    Clerk will contact Highways to get a price. Councillors were in agreement that they would consider purchasing one and would be able to keep it topped up with grit.

**CLERK**

### **DATE AND TIME OF NEXT MEETING.**

Virtual meeting - Monday 15<sup>th</sup> March 2021 at 7.30pm

### **32-2021**    **CLOSE**

The meeting was formally closed at 10.10pm