

DRAFT

Minutes of the Annual General Meeting of **BRENTOR PARISH COUNCIL** held virtually due to the Covid-19 pandemic
On **Tuesday 4th May 2021** at **7.30pm**

Present: Cllr T Pearce (Chair), Cllr B Dawson, Cllr A Arnold, Cllr S Fraser, Cllr S Chitty

Apologies: Cllr D Percival

In Attendance: Mrs C Oxenham (Parish Clerk)

PUBLIC QUESTION TIME

There were no questions

57-2021 APOLOGIES FOR ABSENCE

Cllr Percival – as previously stated will remain as Councillor to complete banking duties until the accounts have been transferred over but will not be attending meetings.

58-2021 TO ELECT A CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Cllr S Fraser proposed that Cllr T Pearce should continue as chair, seconded by Cllr A Arnold. Declarations will be signed at the next meeting.

59-2021 TO ELECT A VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Cllr S Fraser proposed that Cllr S Chitty be elected as vice-chair, seconded by Cllr A Arnold. Declarations will be signed at the next meeting.

60-2021 DECLARATIONS OF INTEREST

Cllr Pearce declared an interest in item 8 – Matters Arising - Church Car Park Toilets and also Housing due to his personal interest because of his position as West Devon Borough Council Ward Member.

61-2021 TO APPOINT MEMBERS TO SERVE ON THE PLANNING COMMITTEE

It was AGREED that all Cllrs would serve as members of the planning committee.

62-2021 TO APPOINT MEMBERS TO SERVE AS COUNCIL REPRESENTATIVES TO OTHER ORGANISATIONS

Southern Parishes Link Committee – Cllr A Arnold & Cllr S Chitty (Cllr Pearce will also attend as Borough Councillor).

VH&PF Committee – Cllr A Arnold

Brentor Commons Association – Cllr S Fraser

DNPA Forum – Cllr A Arnold & Cllr B Dawson (Cllr T Pearce will also attend as Borough Councillor)

Snow Warden – defer to the next meeting

Emergency Co-Ordinator – defer to the next meeting

63-2021 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 26th April 2021

It was AGREED by all that approval of the minutes of this meeting be deferred to the next meeting.

64-2021 MATTERS ARISING FROM THE MINUTES NOT LISTED AS SEPARATE ITEMS ON THIS AGENDA

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

a) Bank Account signatories update – Cllr Arnold to take info to bank and check how long it will take to process

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- b) Air Ambulance update – Clerk has contacted Toby and asked him if he has heard anything from Western Power but there has been no response yet. **CLERK**
- c) Emergency Plan – No further information. Locality Budget funding should come through soon. Cllr Fraser is hoping to distribute the booklets with the Brentor News. **SF**
- d) Church Car Park Toilets – Cllr Pearce will get availability from WDBC officers so that a meeting can be organised between WDBC, DNPA, Parish Council and churchwardens.
- Helen Harris has reported that there have been issues with the opening of the toilets and also another break in. It was suggested that a warning notice is put up in the noticeboard but permission is required from DNPA who have previously been reluctant to allow non income generating notices to be displayed. Cllr Pearce will talk to DNPA. **TP**
- e) Wheelwrights Stone – Clerk has contacted Lee Bray and a site visit will be arranged with Cllr Dawson taking the lead. When the visit has been made, information collated, and all the facts are known, the suggested options will be presented to Mr and Mrs Pancheri. They will then be invited to a Parish Council meeting. Cllrs Chitty and Dawson will take the lead. Cllr Pearce will return the file to the clerk who will scan and send copies of all information to them. **TP/BD
SC/
CLERK**
- f) Cemetery restoration – Waiting for a quote. **BD/AA**
- g) Brentor Engine Nameplate – Cllr Pearce is hopeful of organising the delivery to the Plym Valley Railway in early June. This will be a 2-year loan as agreed with the family who originally donated the sign. **TP**
- h) Housing – Nothing further to report. **TP**
- i) Devon Climate Emergency – WDBC are really moving on this. Cllr Pearce will put Cllr Arnold in contact with the officers who are dealing with it. **TP/AA**
- j) Brentor Inn - Nothing to report. **ALL**
- k) First Aid course – Clerk will find out the current situation and get an update from Councillors who would be interested in attending a course. **CLERK**
- l) Broadband Universal Service Obligation (USO) – This is all moving ahead so hopefully Brentor will be well served soon. More money is reported to be coming from Central Government for areas which have been missed out. **SC**
- m) Brentor Community Trust discussion – To be discussed further in Part 2 **ALL**
- n) Grit Bin purchase – This is currently on hold. **ALL**
- o) Liddaton/Lyd Valley flooding – Long term remedies are being discussed by the relevant Council departments. **ALL**

65 - 2021 **REPORTS FROM COUNCIL REPRESENTATIVES ATTENDING MEETINGS/EVENTS OF OTHER ORGANISATIONS**
none

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66-2021 PLANNING MATTERS

| | | |
|-------------------------|--|--|
| WDBC 0111/21 /FUL | Erection of an agricultural storage barn to replace an old timber barn, Langstone Manor, Brentor | All Councillors to look at plans and report back to clerk by end of week |
|-------------------------|--|--|

67-2021 GENERAL FINANCE

a) There had been no new Bank statement since the last meeting.

b) Receipts since the last meeting:
none

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

| | | | |
|----------|---------|-----|---------------|
| 30/04/21 | £20 | S/O | Clerks admin |
| 30/04/21 | £394.45 | S/O | Clerks salary |

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

| | | | |
|----------|--------|----|------------------------------------|
| 04/05/21 | £40.00 | CQ | P Webster (Internal Audit) |
| 04/05/21 | £169 | CQ | Dartprint (Home Emergency booklet) |
| 04/05/21 | £27 | CQ | Clerks expenses |

Proposed Cllr Pearce, seconded Cllr Fraser and AGREED by all.

68-2021 ANNUAL RETURN – 2020-2021

It was **RESOLVED** to approve the Certificate of Exemption and for it to be signed by the Chair and Clerk.

69-2021 It was **RESOLVED** to approve the Annual Governance Statement and for it to be signed by the Chair and Clerk.

70-2021 It was **RESOLVED** to approve the Accounting Statements and for them to be signed by the Chair and the Clerk.

71-2021 It was **RESOLVED** to approve the supporting accounts notes and for them to be signed by the Chair and Clerk.

72-2021 CORRESPONDENCE

None

73-2021 MINOR ITEMS/ANY OTHER BUSINESS

None

74-2021 DATE AND TIME OF NEXT MEETING.

Monday 14th June 2021, 7.30pm, Brentor Village Hall

75-2021 CLOSE

The meeting was closed at 21.00