



**Minutes of Brixton Parish Council Annual Meeting 24th May 2017**

**Brixton Community Room 7.00 pm**

**Present:** Cllr Liz Hitchins (Chair), Cllr Michael Wills (Vice Chair), Cllr Roger Wakeham, Cllr Ian Calvert, Cllr Ian Martin, Cllr Josef Parish, Cllr Brenda Huxtable.

**In attendance:** District Councillor Basil Cane and District Councillor Dan Brown

**Members of the public in attendance:** 21

Cllr Hitchins opened the meeting by thanking everyone for coming and explained the format of the meeting.

**Open Forum (these notes do not form part of the official minutes)**

**Open Forum including issues raised by parishioners**

**Brixton Parish Council Annual Police Report 2016/17**

Last year there were 41 offences in Brixton and 7 in Staddiscombe, total 48, this year the total is 54. Clerk will place the breakdown of this report on the website.

**Brixton Parish Council Police Report May 2017**

**Brixton**

**From 20<sup>th</sup> April to 18<sup>th</sup> May**

No crime committed

**Staddiscombe**

Between 27<sup>th</sup> April and 1<sup>st</sup> May

Attempt dwelling burglary CR/036254/17

PCSO 30540 Andy Potter, Ivybridge Police Station. Tel no 101

**Report received from Devon County Councillor (DCC) John Hart**

County Councillor Hart sent his apologies.

Cllr Hitchins explained that he had been re-elected as Devon County Councillor for Wembury, Brixton and Bickleigh ward.

**Report from South Hams District (SHDC) Councillor Basil Cane**

At a full Council Meeting the following councillors had been elected Leader Jon Tucker, Deputy Leader Simon Wright, Council Chairman Cllr Cuthbert and new Vice Chair Cllr Hicks. Grants from Government are getting less every year.

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council

### **Report from South Hams District (SHDC) Councillor Dan Brown**

He will be on the Development Management Committee from June, and remains the District Council representative on the AONB Partnership. He a member of the Waste and Recycling Working Group looking at ways the Council can collect waste more effectively. He admitted that he had made a mistake by giving delegated authority for the planning application for the Scout Hut. After BPC asked him to reconsider he contacted the Chair of Development Management Committee (DMC) and Head of Planning and asked for it to be sent to Committee. DMC passed the outline application with reserved matters to follow. At DMC the planning application for Canes Orchard was also passed, by a fairly close vote with reserved matters required to be submitted within 18 months. In general, it has been a difficult year with significant budgetary pressures. Joint Local Plan should come into force early next year, which will be an interesting year in general.

Cllr Hitchins thanked Cllr Brown with how he responded to the email re the planning application for the Scout Hut

### **Annual Report from Liz Hitchins, Chair of Brixton Parish Council – full copy of this report is on the Parish Council website**

Cllr Hitchins reported that it had been a year of considerable progress for the Parish Council. Planning remained a major agenda item with the new town of Sherford progressing and the Parish Council being consulted on reserved matters, attending regular liaison meetings with Local Authority officers and the Sherford consortium and now being consulted on a variation to the original planning application to take into account technical advances in design, construction and drainage. The Parish Council nominated Helen Williams onto the Board of the Sherford Community Land Trust.

During the year, there has been pressure on the parish for small and large developments with planning applications for 29 houses at Canes Orchard agreed by South Hams DMC and over 60 houses Stamps Hill. The Parish Council objected to both these applications. The Parish Council has been consulted in up to 40 planning applications throughout the year. Cllr Hitchins thanked Cllrs Martin and Wills and all councilors for taking part in site visits and formulating recommendations to the District Council.

The Neighbourhood Plan Group has met weekly throughout the year. Cllr Hitchins thanked Jon Capel, Ray Holland, Gregg Webb, Shirley Deeney and Tony Steer for their commitment and time to the process which had included 3 well supported consultation events. The group is now starting to write the plan.

The traffic management group has met quarterly with DCC Highways Manager and PCSO Andy Potter to address condition of roads, drainage, signage and speed through the village and lanes.

Brixton Composters continues to be successful in the collection of green waste and creating an income for the community. Applications for funding are welcome.

The P3 Group has met regularly to monitor the footpaths in the parish and local residents who walk to paths report regular on their condition so that they are safe and accessible.

Cllr Hitchins thanked Tony Davis and Jack Gilbery for looking after the Green and the flower bed by

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council

Brixton Lodge Gardens. Fly tipping is dealt with promptly by South Hams District Council. The bus shelters had been refurbished during the year. New entrance signs for Brixton promoting the village as in the South Devon Area of Outstanding Natural Beauty have been ordered.

Dementia Friendly Parishes around the Yealm was invited to speak at a national conference in April and received an accolade from the Chief Executive Officer for NALC as ‘inspiring’ for the work involving the 5 parish councils.

Annual grants have been made by the Parish Council to South Hams CAB, South Hams CVS, The Samaritans, Ivybridge Ring and Ride, Yealm Brownies, DFPY, Yealmpton & Brixton Caring and Brixton Scouts and to St. Marys Church towards the lighting.

The Parish Council continues to support St. Mary’s School as an important community resource for our children, their families and for the community generally. Ideas for the Parish and community to become ‘bee friendly’ are being progressed. The Parish Council is in the process of negotiating with BT the adoption of the 2 phone boxes in the parish. Cllr Hitchins thanked Graham Searle for continuing to manage the village website. The parish council regularly uses the ‘Love Brixton’ face book page. Under the requirements for greater transparency the Parish Council now has its own separate website and App. The Community Emergency Plan is in place and arrangements have been made to work in collaboration with Yealmpton Parish Council on Community Emergency Planning. Links with Carrollsland continue to be made. Joe Parish joined the Parish Council in September.

Cllr Hitchins thanked PCSO Andy Potter for his work in the parish. She thanked County Councillor John Hart, District Councillors Basil Cane and Dan Brown for their attendance and support to the council and community. She thanked Kirstie Aldridge, Clerk to the Council for her high quality work in administration and finance which resulted in the Parish Council receiving the Foundation Award of the Local Council Award Scheme. Cllr Hitchins thanked all the Parish Councillors, as volunteers, for their hard work, time and commitment to the work of the Parish Council acting always in the best interests of the people of Brixton Parish. She thanked those residents who regularly attend the meetings for their support and interest. She concluded by saying that how important it is that local people and the Parish Council work together in the best interest of the whole community particularly during times of change and uncertainty.

Cllr Wills expressed his thanks on behalf of BPC to Cllr Hitchins for all the work she has done in the public arena and behind the scenes for the Parish over the last year.

Ray Holland spoke about the proposed Creacombe Solar Farm which will offer discounted electricity supply to local residents and business consumers. Visit the website: [Yealmcommunityenergy.org](http://Yealmcommunityenergy.org) for full details or via planning reference 1109/17/FUL on SHDC website for more information.

### **Open Forum Issues**

Concerned residents from Brixton Torr spoke about the work that has been going on in the lane that runs parallel to the hamlet. This lane has not been used for access for years and last weekend it was cleared by mechanical means. It was reported to DCC and subsequently a DCC Highways Officer visited the site. The major issues include the destruction of the ancient Devon banks, flora and trees. It has been widened by 3 ft but no consideration was given to Health & Safety, it had been done without

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Mrs E Hitchins – Chair Brixton Parish Council

permission and during the night. Residents wanted to know what DCC are going to do about it. Cllr Parish had contacted SHDC, DCC and Environment Agency. Residents were advised that if they had been intimidated that the Police should be informed.

Parishioners raised the following issues

- i. lighting at Hilltop Cottages, Cllr Hitchins confirmed she and Cllr Wills would meet with Phil Fuller before the next meeting.
- ii. Appreciation to the Parish Council for looking at the footpaths.
- iii. Air Raid shelters need to be preserved as part of the parish history

#### **Open Forum Closed**

### **9. Welcome & Apologies:**

Cllr Hitchins welcomed everyone to the meeting

Apologies were received from Cllr Murch and Cllr Williams and accepted by all Councillors.

Apologies were also received from County Cllr Hart and PSCO Potter and accepted by all Councillors

### **10. Election of Chair**

Cllr Hitchins vacated the Chair and District Cllr Cane took the chair & asked for nominations for Chair  
District Cllr Cane took this opportunity to congratulate the Parish Council on everything that they do for the parish.

Cllr Huxtable proposed Cllr Hitchins as Chair of Brixton Parish Council

Cllr Wakeham seconded this proposal

All those present voted unanimously in agreement by a show of hands

Cllr Hitchins was duly elected and resumed the Chair

### **11. Election of Vice Chair**

Cllr Wakeham proposed Cllr Wills as Vice Chair of Brixton Parish Council

Cllr Calvert seconded this proposal

All those present voted unanimously in agreement by a show of hands

Cllr Wills was duly elected in the position of Vice Chair

### **12. Re-appoint representatives to outside bodies and re-appoint members to committees / responsibilities.**

<b>Item</b>	<b>Role</b>	<b>People (<u>lead</u> underlined)</b>
Administration and Organisation	Parish Clerk's employment Councillors' duties Press liaison	<u>Cllr Hitchins</u> & Wills
Finance	Responsible Finance Officer Finance policy External Audit Internal audit	Parish Clerk <u>Cllr Wills</u> Grant Thornton Peter Vassallo
Communications	Village Web site Parish Council Website Parish Council App Parish Facebook	Graham Searle Clerk Clerk Cllr Calvert

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Mrs E Hitchins – Chair Brixton Parish Council

Planning	Planning Committee Chair Planning Committee Vice Chair Committee Members	<u>Cllr Martin</u> <u>Cllr Wills</u> All Cllrs
Carrolsland	Community liaison	Cllr Williams
Works	Repairs and maintenance Grass cutting	Parish Clerk & All Cllrs
Public paths/P3 and Tree wardens	P3 Co-ordination	Cllr Wakeham, Cllr Huxtable
Neighbourhood Plan	Neighbourhood Plan	Cllr Hitchins
Emergency Plan	Community Emergency Plan Co-ordinator	Cllr Williams
Other representatives	Devon Ass. Parish Councils	Ad hoc
	Brixton Community Association	Cllr Calvert
	Yealm Estuary Management	Cllr Williams
	R. Yealm Harbour Authority	Cllr Williams
	Dementia Friendly Parishes	Cllr Hitchins
	Hele Foundation	Cllr Wakeham
	Feoffee Trust	Cllr Hitchins
	Sherford Liaison Group	Cllr Hitchins, Cllr Wills, Cllr Huxtable, Cllr Williams (backup)
	Sherford Trust Representative	Cllr Williams
	Ivybridge Parish Cluster Group	Ad hoc
	Composting Group	Cllr Murch

En bloc proposal to accept the Roles and Responsibilities as listed above was proposed by Cllr Wills and seconded by Cllr Wakeham. All others in attendance were unanimous.

### 13. Declarations of Interest:

No declarations of interest were declared.

### 14. Confirmation of minutes of Parish Council Meeting on Wednesday 26<sup>th</sup> April 2017

Cllr Huxtable proposed to accept the minutes of the meeting 26<sup>th</sup> April as an accurate record of the meeting. Cllr Calvert seconded. All others in attendance were unanimous. Cllr Hitchins signed the minutes as Chair of the relevant meeting.

### 15. Matters and actions arising from last meeting

#### Hill Top Cottages Street Lighting

Cllr Hitchins and Wills will make appointment to see Phil Fuller report at June meeting.

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council

**Schedule of Drain Cleaning**

Friday 9<sup>th</sup> June the drains in Brixton Parish will be cleared. Clerk to ask for a list of the drains that are going to be cleared on that date.

**Footpath from Otter to Coombe Lane**

Cllr Huxtable confirmed that the lock on the gate does not stop the gate from being opened.

**Speeding traffic through Fordbrook Lane**

Clerk has written to six other Parish Councils, Wembury, Yealmpton, Cornwood, Sparkwell, Shaugh Prior and Bickleigh, to enquire they would be interested in a combined approach by a group of parish councils to approach the authorities for a reduction in the speed limit in the lanes and has had a response from two to date. Clerk will chase for a response for June meeting.

**BPC Meeting with SHDC Planning Department**

BPC & NPG will be meeting with Wendy Ormsby, Planning Officer at SHDC on Monday 26<sup>th</sup> June to clarify planning procedures.

**Neighbourhood Watch in Canes Orchard.**

Still looking for a resident of Canes Orchard to join the Neighbourhood Watch in Canes Orchard, there has been no response via a door drop or Facebook. Personal inquiries now to be made and to be updated on the June agenda.

**16. Local Issues and Councillor's Reports****16a. Sherford Update**

Cllrs Hitchens, Wills and Huxtable and Clerk attended the Sherford Liaison meeting on Tuesday 23<sup>rd</sup> May. 39 houses have been sold to date; Bovis 30, Linden 9, Taylor Wimpey have not released any yet. Taylor Wimpey will open sales in July. Two units are occupied by local people. Trinity Scheme Day will be held on 10<sup>th</sup> June, a marketing day targeting 'all service members'. First affordable units will be ready at the end of July / August. 15<sup>th</sup> July there will be an 'Affordable Housing Event'. Build rate is 24 weeks per plot and each parcel 40-48 weeks.

Flooding on the road between Brixton and Plympton was raised and a further hole will be made in the hedge to hopefully rectify this. The consortium have submitted a planning application for a variation in 2 stages, the second stage will be in the autumn. BPC have the planning application for the first stage to replace the original Town Code and will be looking at in detail before making their recommendation to SHDC. The second stage will update the sustainability proposals e.g. energy strategy and drainage and will be the subject of public consultation.

**1b. Sherford Community Land Trust (SCLT) update – Cllr Williams**

The Community Trust is progressing, the next meeting will be held on 30<sup>th</sup> May when the legalities should have been completed.

**2. Community Emergency Plan (CEP) update – Cllr Williams**

No update.

Date .....

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Mrs E Hitchens – Chair Brixton Parish Council

**3. Brixton Composters update – Cllr Murch**

No update.

**4. Neighbourhood Plan – Cllr Hitchins**

Successful consultation morning at the beginning of the month when over 70 people attended. Devon Communities Together is compiling the report from the consultation. Cllr Hitchins extended her thanks to all those who attended. Cllr Parish reiterated how important that the Neighbourhood Plan will be in future when it is legally binding for planning purposes.

**5. P3 (Footpaths) Update – Cllr Huxtable and Cllr Wakeham**

Cllr Huxtable confirmed that the gate between Otter and Coombe Lane wasn't locked.

**6. Brixstix Play Space**

Cllr Parish has contacted EarthWrights to investigate adding a piece of equipment for toddlers and funding sources have been approached. Brixton Feoffee Trust has pledged £1000 towards this scheme and the Composters have also been contacted. EarthWrights have given information for possible funding sources.

**7. Community Re-Investment Fund**

This fund was a fund set up that Parishes can apply for funding for as community project. Improving access for Composting Site was an idea raised by Brixton Composters last year; Cllr Murch can update June meeting. Also improving surface of Silverbridge Way on Brixton side Cllr Hitchins will follow up with Yealmpton PC re Silverbridge Way.

**8. Bee Friendly Parish – Cllrs Calvert and Williams**

Cllr Calvert spoke to Otter and Cllr Williams. Make it a 2017/2018 project so the school can be involved and in time for the planting season. Otter will become involved from November onwards. Clerk to place on July agenda.

**9. BT Telephone Boxes –**

Clerk has contacted five Solicitor firms for legal advice on the adoption of the phone boxes who deal with Parish Councils and had a response and quotation from three. One solicitor recommended Clerk clarify land ownership initially; BT state that the BT Kiosks stand on common land and this has been reiterated by DCC. Cllr Wills proposed that BPC use Tozers Solicitors firm for legal advice to review the sale agreement for a fixed fee of £300 +VAT, Cllr Parish seconded. All others in attendance were unanimous.

**10. BPC Insurance Quotation**

Clerk has clarified that any volunteers acting under the instructions of the parish council will be covered under the public liability of the core cover and for personal accident. A risk assessment needs to be documented for any activities & the appropriate health and safety guidelines need to be issued and followed. The price for the forthcoming 12 months will be £311.53, at present BT phone boxes are not included in this cover. Cllr Calvert proposed that BPC take this cover, seconded by Cllr Wakeham. All others in attendance were unanimous.

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council

## **11. Data Protection Renewal**

BPC's registration as a data controller under the Data Protection Act will expire on 22<sup>nd</sup> June 2017. Cllr Wills proposed that the Clerk renew the registration, seconded by Cllr Martin. All others in attendance were unanimous.

## **12. Councillor's Reports**

### **Cllr Calvert**

Grass verges at Ridge Cross need trimming, District Cllr Cane confirmed that this had been completed.

On the way to Torr there is a dangerous piece of overhanging metal especially to cyclists, horse riders and motorcyclist. Cllr Parish will speak to householder.

### **Cllr Wakeham**

Confirmed that the Bus Shelters will be done next month and that the Brixton Stones will be done in July.

### **Cllr Wills**

Spoke about the state of the weeds around the village. Clerk will contact contractor to arrange a half yearly meeting to discuss.

### **Cllr Huxtable**

Reiterated that she was devastated to see the green lane with all the wild flowers, hedgerows decimated.

Following discussion, it was agreed that BPC will:

- Write to land owner to make him aware of the concerns that have been brought to BPC.
- Contact PCSO Potter re intimidation of residents
- Contact John Hart re hedges, banks, field and what is DCC going to do to rectify this?
- Who gave permission?
- Did they seek permission from DCC to do this work?

Cllr Parish has reported to Environment Agency; movement of material from one piece of land to another and silt pollution to the creek; SHDC Planning and Environmental, DCC Highways.

### **Cllr Parish**

Thanked Cllr Huxtable for attending Torr over the weekend.

### **Cllr Martin**

Parishioner asked Cllr Martin to discuss a planning application with him. Explained policy that BPC have and that he should be contacting SHDC before being asked whether he would like to write or attend the open forum. Cllr Martin clarified the Parish Councils role in the planning and pre-planning advice.

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council



**Cllr Hitchins**

Community Solar Farm, raised the planning application earlier in the meeting. BPC decided that it would not be providing SHDC with a recommendation from the Parish Council but individuals can respond. BPC thanked Ray Holland that BPC had been informed.

**17. Planning Decisions received from SHDC during May 2017****101/17/HHO** Baytree, Brixton, PL8 2DL

Householder application for garage conversion, external alterations to façade, rear porch extension and new side garage with carport incorporating existing shed as woodstore

**Support****1102/17/LBC** Baytree, Lane to Little Brook, Brixton, PL8 2DL

Listed building consent for a garage conversion, external alterations to façade rear porch extension and new side garage with carport incorporating existing shed as woodstore.

**Support****1593/17/VAR** Sherford New Community, - Land South /South West A38, Deep Lane and East of Haye Road, Elburton

s73 application to remove/vary conditions 2, 5, 6, 16, 20 and 21 of PCC outline planning permission ref. 16/00247/OUT and conditions 3, 6,12, 14, 17, 18, 19, 26 and 57 of SHDC outline planning permission ref.0484/16/VAR relating to the 'Sherford New Community', including amendments to documents as listed within the approved drawings conditions in respect of the Town Code and Sustainability chapters

**The deadline for this application is 9<sup>th</sup> June. Clerk has requested an extension until Monday 19<sup>th</sup> June with BPC potentially meeting the week before.**

**18.****18.1 Planning Decisions made by SHDC during May 2017****0013/17/FUL** Land South East of Brixton House, PL8 2AL

Erection of single dwelling and garage (resubmission of 1751/16/OPA)

**Withdrawn****18.2 Decisions made by SHDC Development Management Committee****1825/16/OPA** Land at Sx 550 522, North of Canes Orchard, Brixton, Devon

Outline application (with some matters reserved) for the erection of circa 29 dwellings and means of access

**Delegated authority given to the Community of Practice Lead to grant Conditional Approval to a Section 106 agreement.**

**2481/16/OPA** Brixton Scout Hut and Brixton Football Pitch, Brixton

Full application for the erection of a scout hut. Outline application for the demolition of Brixton Scout Hut and erection of two dwellings (access to be considered)

**Delegated authority given to the Community of Practice Lead to grant conditional approval subject to a rewording of conditions.**

Date .....

Signed .....

Mrs E Hitchins – Chair Brixton Parish Council

**19. Financial Matters****Monthly Finance Report Financial Year 2017/18  
May-17**

<b>Receipts:</b>	<b>Amount</b>	<b>Fund</b>
<b>TOTAL</b>	<b>£0.00</b>	
<b>Payments:</b>		
DALC - Clerk Training	£138.00	General
P Vassallo - Internal Audit	£180.00	General
The App Office - 12 mths hosting fee	£300.00	General
Clerk Wages (incl Training)	£687.52	General
Clerk Office Allowance	£20.00	General
Clerk Expenses	£84.23	General
Error re chq 1417 - Clerk	<u>£50.00</u>	General
<b>TOTAL</b>	<b><u>£1,459.75</u></b>	

**Statement balance at 19th April 2017**

Current Account:	£12,193.50
Deposit Account:	<u>£2,207.87</u>
<b>TOTAL:</b>	<b><u>£14,401.37</u></b>

**Passbook Balance at 5th April 2017**

**Skipton Building Society**                      **£50,060.62**

**Current Balance:**

<b>Neighbourhood Plan</b>	<b>£989.60</b>
<b>P3</b>	<b>£785.35</b>
<b>Sherford Reserve - for any legal fees etc</b>	<b>£4,858.69</b>
<b>Sherford Reserve - for a BPC approved project</b>	<b>£10,000.00</b>
<b>Silverbridge Way</b>	<b>£372.00</b>
<b>Transparency Code</b>	<b>£125.00</b>
<b>Sherford 106 Contribution to Brixton Parish Council</b>	<b>£10,265.98</b>
<b>Locality Grant</b>	<b>£250.00</b>
<b>Bus Shelter</b>	<b><u>£3,107.00</u></b>
<b>Total of Fund allocated</b>	<b><u>£30,753.62</u></b>

**Neighbourhood Plan - VAT refund will bring this figure to £39.97**

Clerk will bring the Neighbourhood Plan sub-account to zero (as agreed April meeting) once the VAT refund has been received.

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council

**19.1 Financial Statement for May 2017**

Cllr Wills proposed to accept the Financial Statement for May 2017. Cllr Martin seconded. Unanimous agreement by all others in attendance by show of hands.

**19.2 To receive and approve the Financial Statement for 2016/2017**

Cllr Huxtable proposed to accept the Financial Statement for 2016/2017. Cllr Martin seconded. Unanimous agreement by all others in attendance by show of hands.

**19.3 To receive the Annual Internal Report**

Cllr's had received a copy of the Internal Audit report via email and there is a copy on BPC website. BPC congratulated Clerk on this report.

**19.4 To receive and agree Section 1 – Annual Governance Statement 2016/2017**

The Annual Governance Statement 2016/2017 was completed with all Cllrs. It was proposed by Cllr Wills that the Annual Governance Statement 2016/2017 was agreed and seconded by Cllr Parish. Unanimous agreement by all others in attendance by show of hands. This was duly signed by Cllr Hitchins (Chair) and Kirstie Aldridge (RFO).

**19.5 To receive and agree Section 2 – Accounting Statements 2016/2017**

The Clerk explained the Accounting Statement 2016/2017. It was proposed by Cllr Huxtable that the Accounting Statement 2016/2017 was accepted, this was seconded by Cllr Wakeham. Unanimous agreement by all others in attendance by show of hands. This was duly signed by Cllr Hitchins (Chair) and Kirstie Aldridge (RFO)

**20. Correspondence for discussion**

**20.1 Consultation to Begin on Parking Permit Proposals**

**20.2 CPRE 'Our Outdoors' Competition 2017**

Cllr Wakeham will look into this with regard to the Bus Shelters

**Date of next meeting**

Brixton Community Room                      Wednesday 28<sup>th</sup> June 2017 at 7pm

Meeting closed 9.41 pm

**Kirstie Aldridge, Clerk to Brixton Parish Council**

Date .....

Signed .....  
Mrs E Hitchins – Chair Brixton Parish Council