



Draft Minutes of Brixton Parish Council Meeting 28th September 2016
Brixton Community Room 7.00 pm

Present: Cllr Liz Hitchins (Chair), Cllr Michael Wills (Vice Chair), Cllr Ian Calvert, Cllr Roger Wakeham, Cllr Brenda Huxtable, Cllr Helen Williams, Cllr Ian Martin

In attendance: County Councillor John Hart, District Councillor Basil Cane, Kirstie Aldridge (Clerk), Cllr John Endicott (Vice Chair Yealmpton Parish Council)

Members of the public in attendance: 16

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

Open Forum including issues raised by parishioners

Police Report August and September 2016

From 28th July to 23rd September

Brixton

- 18th Aug making off without payment, driver failed to pay for fuel, enquiries ongoing CR/057706/16
- 20th Aug making off without payment, driver failed to pay for fuel, enquiries ongoing CR/058120/16
- 31st Aug, theft of property from car CR/061534/16
- 31st Aug, theft of property from a front garden CR/0615334/16
- 11th Sept, criminal damage to car, damaged caused by a stone being thrown at it CR/064399/16
- 19th Sept report of a dog out of control, enquiries ongoing CR/066780/16

Staddiscombe

- 29th July, theft of a set of rear number plates from parked car CR/052405/16
- 7th Aug, assault [domestic related] enquiries ongoing CR/058379/16
- 11th Aug, harassment offence, enquiries ongoing CR/063105/16
- 12th Aug assault [domestic related] enquiries ongoing CR/055656/16
- 22nd Aug, making off without payment, driver failed to pay for fuel, enquiries ongoing CR/058658/16
- 23rd Aug, report of a dog not under proper control CR/059110/16
- 25th Aug, making off without payment, driver failed to pay for fuel, enquiries ongoing CR/059516/16
- 27th Aug, assault [domestic related] enquiries ongoing CR/060104/16
- 9th Sept making off without payment, driver failed to pay for fuel, enquiries ongoing CR/063911/16

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

Clerk to seek further information from PSCO Potter with regard to front garden theft.

Report from County Councillor John Hart

The County Council has changed the contract for highways maintenance from South West Highways to Skanska, it is a £40 million contract for 10 years to commence April 2017. Parliamentary Boundary Review has been amended - Wembury and Brixton allocated to go to Ivybridge and Tavistock. County Cllr Hart recommended that parishioners write to the Boundary Commission. Consultation ends 5th December 2016. TAP fund will be subject to agreement for the next financial year, and not accessible until after June. There is money in Community Budget that BPC could apply for before Christmas for a specific project. Devolution bid is still ongoing. County Cllr Hart will conduct a tour of parishes early November early December. There is extra pressure on adult

Date

Signed
 Mrs E Hitchins – Chair Brixton Parish Council

services this year, due to an ageing population in Devon. Health and Social Care winter pressures are being felt by hospitals already.

Report from District Councillor Basil Cane

South Hams District Council (SHDC) New Business Plan, will be ready by February all the views will have been collated and a decision will be made.

District Cllr Cane asked when ringing SHDC has the service been better in the last 3 months? There was a mixed response from the residents' present. Cllr Calvert confirmed that within hours fly tipping had been dealt with. Contacting the planning department still an issue. £500k has been invested in more personnel to try to improve the situation. Cllrs reported that the telephone system was not working correctly and callers were being put through to West Devon. Be aware of hoax calls, from various people purporting to be the bank or SHDC. Benefit claims used to take 42 days to process now majority of claims are processed within 10 days.

Report from District Councillor Daniel Brown

Apologies had been received from District Cllr Brown who sent in the following comments:

The Joint Steering Group is now fully up and running and further investigating all possibilities for a possible LACC, it will put recommendations to full Council in February. The draft Events Policy will go to Overview and Scrutiny next week. Work is continuing on our Homelessness Strategy, through the Task and Finish Group. There are currently 8 full time rough sleepers in the South Hams, most of these are in the Totnes area. However, it is estimated that last year South Hams and West Devon prevented 300 homeless cases.

Alan Powell Brixton Composters - Community Reinvestment Project Fund

Green waste recycling scheme which is widely used by local community. Brixton Composters Committee would like to improve all the surfaces on the site by applying to the Community Reinvestment Project Fund for a grant. Brixton is an eligible community and Brixton Composters could apply independently or co-ordinate it through BPC. Brixton Composters would like support from BPC. The work would include concrete hard stands and would possibly be able to recycle other waste, perhaps glass. After the next weigh in, which is a significant one, there will be a fund of over £7000. Water butts are still free to Brixton Parishioners and another 10 are being ordered.

Parishioners raised the following issues:

Steer Point Quarry - There have been movements of lorries up and down Steer Point Road dumping waste in the quarry since week commencing 12th September. It has been reported to Environmental Agency (EA) and the Designated Environment Officer for Devon, Cornwall and Isles of Scilly has been contacted and the EA has told the haulier to remove the waste. No permit exists so it is illegal dumping. Parishioners requested that BPC raised its concerns with EA, DCC and Kitley Estate. The major infill programme hasn't started and can't until EA has issued the permit. Parishioners expressed their concern with regard to HGV lorries on the road during school drop off and collection. Suggest that the working group be reconvened. BPC may also consider authorising some expenditure for legal advice.

Play Park Brixstix - recently had drink cans left and the fence has a hole in it between the school and the play park. Clerk to report.

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Bus Shelters - Parishioners took the opportunity to thank BPC for the bus shelters.

Fordbrook Lane, the Old Railway is a lethal corner. Traffic Calming measures are needed before an accident occurs. Clerk to raise this with Nick Colton with a potential meet with Cllr Calvert and parishioner. Clerk to place on Traffic Management Agenda.

Traffic speeding into village from Yealmpton. Clerk to place on Traffic Management Agenda

Open Forum Closed

32. Welcome & Apologies:

Cllr Hitchins welcomed everyone to the meeting
Apologies were received from Cllr Gay Murch and accepted.
Apologies were also received from District Councillor Daniel Brown.

33. Declarations of Interest:

- 34.18 Cllr Wills, Cllr Huxtable and Cllr Huxtable all declared an interest.
- 35 1825/16/OPA Cllr Martin, Cllr Huxtable, Cllr Hitchins all declared an interest
- 34.22 Cllr Williams declared an interest

34. Confirmation of minutes of Parish Council Meeting 27th July 2016

Cllr Wakeham proposed to accept the minutes of the meeting on 27th July 2016 as an accurate record of the meeting. Cllr Wills seconded. Cllr Martin abstained. All others in attendance were unanimous. Cllr Hitchins signed the minutes as Chair of the relevant meeting.

35. Co-option of new Brixton Parish Councillor

Cllr Hitchins explained that BPC had four applicants for the position of co-opted Parish Councillor had been interviewed for the vacancy. John Endicott, Vice Chair Yealmpton Parish Council had been in attendance at the interviews as an independent observer/adjudicator for the co-option. Each Councillor who had been on the interview panel was asked to write down their choice of applicant in order of preference. Cllr Endicott and Clerk collated the votes.
Josef Parish was voted on to BPC to fill the vacancy of co-opted Councillor. Cllr Hitchins thanked John Endicott for his time during the process.

36. Matters Arising:

Silverbridge Way

Yealmpton Clerk is negotiating with DCC to get the hardcore rolled and built into a firm base for it to be tarmacked.

BPC will meet with contractor to look at clearing the weeds and keeping path more under control. Cllr Hitchins and Cllr Wakeham will meet with Contractor.

The nominated pathway across the field has been seeded again, which needs to be addressed

Spriddlestone Drains

Drains have been cleared but the problem seems to start at Polston Park. Cllr Calvert will inform Nick Colton

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Brixton Stones

Estimate for cleaning and re-painting the boulders are £380 + VAT.
Defer decision to January before end of Financial Year.

Locked gate to Mudbank from Steer Point

Investigations ongoing

37. Local Issues and Councillor Reports

37.1 Sherford Update including Evening Herald article dated Monday 15th August 2016

Cllr Hitchins read the article which stated that Parish Councillors would have a look around the site ‘as a treat’. BPC want to make it clear that it was a genuine offer by the Sherford Consortium to the Parish Council to engage in the process of the development. Sherford Liaison meeting scheduled for Thursday 29th September.

37.2 Emergency Plan Update

Request from parishioner in Court View for an additional Grit Bin, where Court View joins Meadow Drive. Essentially under £100 for a 50/60 litre tub with salt included.
Clerk to obtain a list of Grit Bins from Nick Colton

37.3 Bus Stop Seats update – Cllr Wakeham

Cllr Wakeham commended Marcus Cane’s work on the Bus Shelters in the village.
Nameplates are in all place thanking the contributors.
A payment of £80 was proposed by Cllr Wills for additional work undertaken and seconded by Cllr Calvert. All others in attendance were unanimous. Cllr Wakeham was thanked by BPC for completing this project

37.4 Brixton Composters

During the open forum Brixton Composters asked for BPC support to improve the site
All Cllrs were in agreement that the site should be improved to make the site more user friendly and would be prepared to coordinate any applications for the Community Reinvestment Project Fund.

37.5 Neighbourhood Plan Update - Cllr Hitchins

Cllr Hitchins confirmed that the Neighbourhood Plan group had agreed Housing Needs Survey.
The Community Needs Survey has a few minor amendments and will be finalised
The Community Consultation report has been received from Devon Communities Together, which is also being checked.
Plymouth City Council the neighbouring authority has identified green spaces in Brixton Parish on the Plymouth fringe – ‘At Plymouth’. If the green spaces are agreed and registered they will on the whole have greater protection. If anyone can identify any small greenspaces in the fringe area please let Neighbourhood Plan Group know. 12th October is closing date for consultation. Cllr Hitchins asked if there was any parishioner who would be willing to read reports as a ‘fresh pair of eyes’.

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37.6 P3 Update (Footpaths) - Cllr Huxtable & Cllr Wakeham

Already spoken with regard to Silverbridge Way. Cllr Huxtable will investigate seeding of path from Woodland Drive. Footpath 30 – the bridge has been declared unsafe and blocked off. It has been inspected by Devon County engineers and who are in negotiations with land owner

37.7 Traffic Management update – Cllr Wills

Traffic Management meeting was held on Monday 12th September. Community Road Warden was discussed and the fact that that the lengthsman visiting twice a year is not enough. Community Speed Watch needs 6 volunteers, three areas of concern Red Lion Hill, exit from Post Office towards Yealmpton and Stamps Hill. Fordbrook Hill line replacement still ongoing. Hole Hay hedges are DCC maintained who will ensure they are cut. Spoke about meeting with Gina Small Sherford Consortium to discuss road infrastructure. Flooding at Catson Green is a far bigger problem than first envisaged, the drains are completely blocked.

Cllr Calvert proposed that more information was obtained about having a Parish Lengths man from Nick Colton but in principle would like BPC to take this forward. Cllr Huxtable seconded. All other in attendance were unanimous.

Cllr Huxtable proposed that BPC considers Community Speed Watch, seconded by Cllr Williams. All others in attendance were unanimous.

Clerk to clarify with Nick Colton the timings of the lengthsman visits and ask him to liaise with District Cllr Cane with regard to Catson Green drains.

37.8 TAP Funding 2017-2018

County Councillor Hart confirmed that there had been no decision with regard to TAP funding for 2017/2018.

37.9 Mobile App update

Discussions are ongoing and there could be a sample app available in the next couple of weeks.

37.10 Brixton Parish Council Website

Brixton Parish Council website is now live. The website address is www.brixtonparishcouncil.org.uk

The more people that access the website the quicker it will be picked up by the search engines.

Comments or suggestions on the website to be sent to the Clerk

37.11 Planning Peer Review Challenge Final Report

Cllr Hitchins spoke about a key change, concerning the role of the District Councillor in taking on a dual role, in representing the community us and also representing SHDC in talking to developers.

Clerk put on Planning Peer Review Challenge Final Report on the Website.

37.12 Local Green Space Consultation

Any ideas about any parcels of land let Neighbourhood Plan Group know.

On SHDC website locate the Green Space Consultation, a nomination form can be downloaded. If parishioners complete this form, send copy to BPC.

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37.13 Plymouth and South West Devon Joint Local Plan Newsletter

Clerk to place on website

37.14 Community Re-investment Project Fund (CRPF)

Brixton meets criteria, must be community led, capital in nature, have a lasting impact, improve community infrastructure. Deadline for this is 7th January 2017

BPC would welcome ideas from Community and BPC for projects which would benefit from further investment. Clerk to place on October agenda.

37.15 Brixton Parish Council Newsletter

Parish Councils should produce an annual newsletter. This would have a version of the annual report, contact details etc. The first newsletter will be paper based but future issues could be emailed.

BPC agreed that a newsletter should be produced.

Clerk and Cllr Hitchins to look at putting together a newsletter.

37.16 Agree Clerks increase in working hours and job description

Following Clerk's annual review there is a need to increase hours from 50 hours a month to 60 hours a month due to increased workload. It was agreed in February 2016 that on the anniversary of Clerk appointment salary point would be increased to salary point 20 as per NALC (National Association of Local Councils) with another review to take place in February 2017 effective from 1st August 2016.

Clerk's job description needs to be amended to include extra duties such as website, app, welcome pack and newsletter. Cllr Wills proposed that Clerk's working hours are increased to 60 hours a month and salary increase to scale point 20 (wef 1st August 2016) and that BPC adopt the new Clerk job description. Cllr Huxtable seconded. All others in attendance were unanimous.

All Cllrs praised the Clerk for her work as Clerk.

37.17 Agreed and adopted: Training Statement of Intent, Disciplinary & Grievance Procedure and Planning Policy.

All Councillors had received the above policies prior to the meeting and Cllr Calvert proposed that BPOC adopted these policies. Cllr Wakeham seconded. All other in attendance were unanimous.

37.18 Agreed financial contribution for the replacement of Horse Chestnut Tree. The Park in conjunction with the Feoffee Trust

Cllr Wills read out a letter from Feoffee Trust, which explained that the total cost is £500.

Feoffee Trust has asked for a second opinion so BPC will put this on hold until further information has been received.

37.19 Agreed payment to clean and repaint the Brixton Boulders

Discussed in matters arising. Defer decision until January.

37.20 Agreed payment for New Councillors Short Course

The next course will be held on Tuesday 15th November from 10 to 12.30pm at a cost of £25 +VAT.

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Cllr Williams proposed that BPC pay for the new Parish Councillor to attend the New Councillor Short Course. Cllr Calvert seconded. All other in attendance were unanimous.

37.21 Agreed payment for Clerk to complete online ILCA Course and attend CILCA Training Course

To enable BPC to apply for the Foundation Award of the Local Council Award Scheme, the Clerk needs to obtain 12 Continuing Professional Development (CPD) points in the last year. A distance learning course entitled Introduction to Local Council Administration (ILCA) at a cost of £99 + VAT is available.

Clerk would also like to attend the course provided by DALC entitled Certificate in Local Council Administration (CILCA) which is a 1 ½ course in Exeter costing £140 + VAT. The points obtained from this qualification can be used for the Council's next Local Council Award Scheme (The Quality Award).

Cllr Wakeham proposed that the Clerk registers for ILCA and Cllr Williams seconded. All other in attendance were unanimous

Cllr Martin proposed that the Clerk registers for CILCA and Cllr Wills seconded. All others in attendance were unanimous.

37.22 Agreed payment for Cllr Williams to attend Devon Community Resilience Forum-9th Nov

Cllr Wakeham proposed that Cllr Williams attends this course and Cllr Wills seconded. All other in attendance were unanimous, Cllr Williams abstained.

37.23 Councillors Report

Cllr Calvert

BPC sent their best wishes to the family of Jason Kiely (Brixton Composters) and Clerk will ensure a card is sent.

Consideration to Brixton becoming a Bee Friendly Parish. Cllr Williams and Cllr Calvert will discuss and Clerk will place on the agenda for October.

Cllr Huxtable

Brixstix Playspace fence from playground into the school is damaged and dangerous. Clerk will report to Tim Pollard, Localities Officer.

Lane to Hole Hay still overgrown. Clerk to follow up with Nick Colton

Cllr Hitchins

Discussion with regard to reconvening Steer Point Quarry Group which had been raised in the Open Forum. Cllr Wills proposed that the group be reconvened and Cllr Calvert seconded. All other in attendance were unanimous.

Cllr Williams proposed that funds are made available up to £1000 to ensure that the group can seek legal advice. Cllr Wills seconded. All other in attendance were unanimous.

Parliamentary Boundary – 5th December 2016

Clerk to place on agenda for October

Date

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38. Planning Applications

1825/16/OPA Outline application (with some matters reserved) for the erection of circa 29 dwellings and means of access

Land at Sx 550 522, North of Canes Orchard, Brixton, Devon

Objection

2383/16/VAR Variation of condition number 2 of planning consent 07/1660/15/F to allow changes to approved drawings.

Northlands, Lodge Lane, Brixton PL8 2AX

No Comment

2525/16/HHO Householder application for single storey extension

38 The Crescent, Brixton, PL8 2AP

Support

Planning authority need to ensure that comments from neighbours are taken into account

Cllr Calvert proposed to support Cllr Wakeham seconded. All others in attendance were unanimous.

2481/16/OPA 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)

Brixton Scout Hut and Brixton Football Pitch, Land adj to A379 and Court Vie, Brixton, PL8 2NY

Requires a site meeting and a separate meeting of BPC to discuss this application

Wednesday 12th BPC Meeting at 7pm. Clerk to obtain an extension until Friday 14th October.

39. Financial Matters**Monthly Finance Report Financial Year 2016/17****Aug & Sept 2016**

Receipts:	Amount	Fund
Yealmpton PC - Share of Silverbridge Way upkeep	£200.00	General
TAP Funding (Final Payment)	<u>£1,456.66</u>	General
	<u>£1,656.66</u>	
Payments:		
Derek Furzeland - Village Seat Restoration	£212.00	General
Marcus Cane - payment for 3 Bus Shelters	£1,685.00	Bus Shelters
Roger Wakeham - payment Bus Shelter Plaques	£124.08	General
Eggbuckland Community College	£4.10	Neighbourhood Plan
Clerk Wages - August	£599.94	General
Marcus Cane - payment for final Bus Shelter	£913.00	Bus Shelters
Clerk Wages - September	£585.14	General
Clerk Office Allowance - Aug & Sept	£40.00	General
Clerk Expenses	<u>£40.30</u>	General
	<u>£4,203.56</u>	

Statement balance at 19th September 2016

Current Account:	£2,592.53
Deposit Account:	<u>£60,199.46</u>
TOTAL:	<u>£62,791.99</u>

Date

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Current Balance:

Neighbourhood Plan	£5,488.16
P3	£563.90
Sherford Reserve	£14,858.69
Silverbridge Way	£372.00
Transparency Code	-£65.10
Sherford 106 Contribution to Brixton Parish Council	<u>£10,265.98</u>
Total of Fund allocated	<u>£31,483.63</u>

Transparency Code - shows minus figure of **£65.10**

VAT refund of £190.10 in total will bring this figure to £125 in credit

Clerk will be applying for a VAT refund of £388.55 on 30th September 2016

Cllr Wills proposed that £8000 is transferred from the deposit account to the current account. Cllr Calvert seconded. All others in attendance were unanimous.

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

40. Correspondence for Discussion

1. Temporary Traffic Restriction – Lodge Lane (Monday 10th October – Friday 14th October)
2. Combating Fly Tipping – email from District Cllr Brown - Clerk to place on the October agenda
3. SHDC Press Release – Looking Back and Looking Forward – SH publishes its Annual Report
4. SHDC Press Release – Do you claim benefits? Have your circumstances changed?
5. Emails received from Parishioners with regard to Social Housing – BPC confirmed that these parishioners had been referred to District Cllr Brown.
6. Email received from Managing Director, Rodgers of Plymouth with regard to A379 highways issues – DCC have been sent this letter and will be responding in due course.

Date of Next Meetings:

Brixton Community Room Planning Meeting with regard to Scout Hut & Tuscanys
Wednesday 12th October 2016 7.00 pm

Brixton Community Room Wednesday 26th 2016 7.00 pm

Meeting closed 9.40 pm **Kirstie Aldridge, Clerk to Brixton Parish Council**

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council