



Draft Minutes of Brixton Parish Council Annual Meeting 25th May 2016
Brixton Community Rooms 7.00 pm

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

In attendance: District Cllr Basil Cane, PCSO Andy Potter, Kirstie Aldridge (Clerk)

Members of the public in attendance: 9

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

Cllr Hitchins explained following the Peer Review that the Agenda had been altered and Councillor and Police reports will be now in the Open Forum

Police Report May 2016

From 22nd April to 22nd May

Brixton

Between 22nd and 24th April burglary non dwelling, metal storage container broken into, property stolen CR/026346/16

22nd May, report of a sexual assault, enquiries ongoing CR/033340/16

Staddiscombe

1st May, making off without payment, car driver failed to pay for fuel CR/028039/16

10th May, making off without payment, car driver failed to pay for fuel CR/030303/16

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

Open Forum issues raised by parishioners

- Cars parking on the pavement at Sutherland Cottages and opposite The Foxhound obstructing the pavement. PCSO Potter is monitoring the area on his patrols. The brow of the hill at Stamps Lane, is also very dangerous for cars
- Speeding through the village, traffic needs to be observed evenings, weekends and bank holidays. PSCO Potter explained Community Speed Watch is commencing in Yealmpton, with trained volunteers who monitor the traffic.

Clerk to put all the above items on Traffic Management Agenda for the 27th June 2016

Annual Report from County Councillor John Hart

Road at Monkey Lane will be looked at again to improve drainage as the flooding continues. Waiting for an update on the road works in the village where the cheese blocks are. More surface dressing is taking place on roads throughout the Ward. Update from last meeting the Environment Agency licences the 'man in the van' to remove rubbish for a fee. Can find no truth that a large block of homes at Sherford have been sold to Cambridgeshire and the Government has backed down on the threat to make all schools become Academies.

Annual Report from District Councillor Basil Cane

Responding to the discussion about homes in Sherford being sold to Cambridgeshire Cllr Cane stated 70% of local people within a 30 mile radius bought houses in Cranbrook.

Tone Leisure's lease is nearing the end for the Leisure Centres in South Hams (Ivybridge, Kingsbridge, Totnes and Dartmouth) and the tendering process has started. Cllr Peter Smerdon was elected Chair of South Ham District Council, Kathy Cuthbert Vice Chair, Cllr Tucker Leader and Deputy Leader Cllr

Date

Signed
 Mrs E Hitchins – Chair Brixton Parish Council

Lindsay Ward. Cllr Cane asked how many people from Brixton go to Ivybridge Leisure Centre swimming? Only a handful stated they did or would.

Recycling bags. It has been suggested that households are issued with 26 per year. The majority of parishioners required at least one blue bag per week and 1 clear bag per week. Possibility that the Post Office may be able to hold extra bags.

Parishioner praised the excellent service from SHDC with collecting sharps boxes
Batteries and ink cartridges can be recycled at supermarkets.

Annual Report from Parish Council Chairman, Liz Hitchins – Summary

Full report is available on the website

Brixton Parish Council - Annual Report for 2015-16

Following the elections last year Helen Williams, Brenda Huxtable, and Patrick Loxdale joined the Parish Council. Roger Wakeham was co-opted to fill the remaining vacancy.

Planning: Representatives of the Parish Council regularly meet with the Sherford Liaison Group and are involved with the reserved matters for the planning applications for Phase 1 building and the first school at Sherford. The Parish Council worked closely with local residents relating to the planning application for Phase 2 of Canes Orchard. Over the year up the Parish Council has consulted on up to 40 planning applications including site visits in most cases. The Chairman thanked Cllrs Ian Martin and Michael Wills for coordinating the applications to ensure that the Parish Council meets the District Councils requirements. The Neighbourhood Plan Group has met regularly for the past year A Housing Needs Survey has been completed and a Community Survey will be distributed to all households imminently. The Chairman thanked all members of the Working Group - Ray Holland, Jon Capel, Greg Webb, Tony Steer, Alistair Macpherson and Alex Whish for their time, enthusiasm and commitment.

The Traffic Management Group has met quarterly with Nick Colton, the local Devon County Highways Manager and Andy Potter PCSO to address issues affecting the safety of pedestrians, road users and environmental matters relating to traffic and the roads. The Parish is now sharing a flashing 30 mph sign with Wembury which is being managed by Roger Smith a local resident. The Chairman thanked Nick Colton and Andy Potter and the local residents for their time and positive contributions to the meetings.

The Chairman thanked Cllr Gay Murch for representing the Parish Council on Brixton Composters which continues to be successful in the collection of green waste and creating an income for the community.

The Chairman thanked Cllrs Brenda Huxtable and Roger Wakeham who monitor the footpaths. Major repairs to the steps by Cylinder Bridge have been completed this year. Fly tipping continues to be a problem for the parish, through good liaison with Tim Pollard, South Hams Locality Officer fly tipping is dealt with promptly. TAP funds were used to clear areas where ditch clearing had been neglected and all the road signs were cleaned.

The Chairman thanked Mr Tony Davis for caring for the village green and Mr Jack Gilbery for looking after flower beds at Brixton Lodge Gardens. The Parish Council has agreed to refurbish the 4 bus shelters in the village. The Chairman thanked Cllr Roger Wakeham for co-ordinating this project and also the Feoffee Trust and Brixton Composters for their financial contributions to this restoration.

The Parish Council is part of the Dementia Friendly Parishes around the Yealm project which continues to make progress supporting people with dementia across the 5 parishes. Cllr. Patrick Loxdale has represented the Parish at the Hele Trust. The Parish Council has been represented at the Ivybridge and District Area Committee. Annual grants have been made to South Hams CAB, South

Date

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Hams CVS, The Samaritans, Ivybridge Ring and Ride, Yealm Brownies, Dementia Friendly Parishes, Brixton Scouts and to St. Marys Church towards the lighting.

The Parish Council continues to support St. Mary's School and thanked Dr Penny Fitch for her great leadership in turning the school around to be the success it is today and welcomes the new head teacher.

The Chairman thanked Graham Searle for managing the website, funded by the Parish Council and the Feoffee Trust. The Chairman thanked Cllr Ian Calvert for helping to promote the work of the Council on the 'I love Brixton' Face book page. Under new transparency requirements the Parish Council is setting up its own website where all documents relating to the work of the Parish Council will be available to view.

A Community Emergency Response Plan is now in place with Community Emergency Team of councillors and local people led by Cllr Helen Williams who was thanked for her co-ordination of the Plan.

Links with Carrollsland have improved with a new notice board and the April Parish Council meeting held at Albion Oakes which was well attended

The Chairman thanked PCSO Andy Potter for his regular attendance and reporting to the Parish Council meetings for the efficient handling of issues brought to his attention, particularly where he has made personal contact with local people about their concerns.

Cllr Patrick Loxdale has tendered his resignation due to family commitments. The Chairman thanked Cllr Loxdale for his time and great contribution to the work of the Parish Council. The vacancy will be advertised to co-opt a new councillor.

Following the elections Cllr Dan Brown now represents the Parish with Cllr Basil Cane at South Hams District Council. The Chairman thanked them for their support and advice on many aspects of the Parish Council's work and their regular attendance at our monthly meetings. The Chairman thanked Devon County Cllr John Hart his attendance at Parish Council meetings and his interest in the parish particularly with the roads and Sherford.

Claire Parkinson the Clerk after left the Parish Council last August and her place has been very ably taken by Kirstie Aldridge. At the recent Peer Review when everything relating to the administration and governance of the Parish Council was examined in detail Kirstie was commended for her level of knowledge and efficiency as Clerk in such a short period of time.

The Chairman thanked all the Parish Councillors for their hard work, time and commitment to the Parish Council acting always in the best interests of the people of Brixton Parish and particularly thanked Cllr Michael Wills, Vice Chairman, for his support and Kirstie Aldridge for taking on the role of the clerk so effectively. The Parish Council working together with local people continues to make progress in a time of considerable change, and uncertainty.

Cllr Wills thanked Cllr Hitchins on behalf of everyone for all she had done for the Parish over the last 12 months

Parishioner spoke about the drains outside 4 Manor Cottages. Clerk to place on Traffic Management Agenda.

Steven Cane spoke about a proposed planning application to Devon County Council (DCC) for SW Composters at the composting site to construct a concrete pad 70m x 40m with a second access point north of site on road leading to Plympton, which would be used by local businesses. Looking to set up a glass collection scheme.

Open Forum Closed

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council

1. Welcome & Apologies:

Cllr Hitchins welcomed everyone to the Annual meeting

Apologies were received from Cllr Loxdale (family commitments) and accepted. A letter of resignation had also been received from Cllr Loxdale. The Chairman thanked Cllr Loxdale for his work for the Parish Council

Apologies were also received from County Councillor John Hart and District Councillor Daniel Brown

2. Election of Chair

Cllr Hitchins vacated the Chair and District Cllr Cane took the chair & asked for nominations for Chair
Cllr Wakeham proposed Cllr Hitchins as Chair of Brixton Parish Council

Cllr Murch seconded this proposal

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

Cllr Hitchins was duly elected and resumed the Chair

3. Election of Vice Chair

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

Cllr Williams 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

4. Re-appoint representatives to outside bodies

5. Re-appoint members to committees and responsibilities

Item	Role	People (lead underlined)
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 South West Audit
Communications	Parish Web site Facebook	Graham Searle Cllr Calvert
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

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	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)
	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 Huxtable. All others in attendance were unanimous

6. Declarations of Interest:

Cllr Hitchins and Cllr Huxtable declared an interest in agenda point 11.1

7. Confirmation of minutes of Parish Council meeting Wednesday 27th April 2016

Cllr Wills proposed to accept the minutes of the meeting on 27th April 2016 as an accurate record of the meeting. Cllr Wakeham seconded. All others in attendance were unanimous.

Cllr Huxtable abstained. Cllr Hitchins signed the minutes as Chair of the relevant meeting.

8. Matters Arising:

Highway Mirrors

A response was read out by the Clerk from Nick Colton, DCC Highways Manager explaining the policy and criteria for the provision of highway mirrors. The use of mirrors on the public highway in the UK is strictly controlled by the Department for Transport. Authorisation is given rarely and only in situations where a casualty record exists and other visibility improvements e.g., removal of buildings, hedge banks etc. are considered impracticable. Authorisations, where given, are reviewed on an 18 month basis. Authorisation will not be given for mirrors at private accesses.

Resurfacing of A379

County Cllr Hart has asked DCC to look at the A379 between Brixton and Yealmpton with a view to resurfacing it.

Steer Point Road Sign

This sign will be replaced in Steer Point Road

Yealm Estuary Terms of Reference

Cllr Williams explained that Martyn Oates is Chair of Yealm Harbour Authority Cllr Williams will won't attend these meetings when there is a Brixton Parish interest but will attend Yealm Estuary Management meetings regularly. There is a public briefing of Marine Management Organisation South West area in Plymouth on Tuesday 19th July at National Marine Aquarium 10 am – 4pm. Email was read from Martyn Oates Chair of Yealm Harbour Authority inviting a BPC Cllr to a meeting to look at various issues, Cllr Hitchins & Cllr Williams will attend.

Date

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Mrs E Hitchins – Chair Brixton Parish Council

9. Local Issues and Councillor Reports

9.1 Bus Stop Seats update – Cllr Wakeham

Two donations have been received to offset the cost of refurbishing the bus Shelters from Feoffee Trust (£1,154.33) and Brixton Composters (£1,000.00), leaving BPC to pay £1,308.67. BPC thanked the benefactors for their generosity towards the cost of renovation. The work is expected to commence early June. Cllr Wakeham to liaise with contractor for plaques to be placed publicising that BPC, Feoffee Trust and Composters funded the renovation of the bus Shelters. Cllr Wakeham will also liaise with Nick Colton with regard to the work being completed near to the Highway.

9.2 Brixton Composters - Cllr Murch

A grant of £1000.00 was given to assist with refurbishing the Bus Shelters. Weigh in from 10 Nov 2015 – 14 May 2016 raised £1651.84. Balance in account was £5551.87 before the grant for bus shelters. Composters are purchasing a small number of water butts which will be free to encourage people to bring green waste and collect free compost and water butts. Composters are trying to expand more recycling with glass. Next meeting in June. Applications are welcome, apply through the website.

9.3 Neighbourhood Plan - Cllr Hitchins

The Neighbourhood Plan Questionnaire and explanatory letter will be delivered to every household in the next week / 10 days. Parishioners are asked to complete this important survey it as a household. Closing date 18th June, there will be a collection points in Post Office, Rodgers Garage, Serpells, St Marys School and Albion Oaks. There is also an opportunity to do the survey online.

9.4 Transparency Code update – The Clerk

HP Laptop and printer / scanner have been purchased totalling £450.59 including VAT, leaving £748.00 in the Transparency Code account. Vision ICT have been commissioned to create the website and Clerk will be attending training in Exeter on 26th May. These costs will be covered by the Transparency Code funding.

9.5 Public Liability Insurance to agree provider of Insurance Policy – The Clerk

Insurance renewal received from Community First, Zurich Municipal to commence 1st June 2016 for 12 months. Renewal premium £136 (decrease of £28.28 due to 2 strimmers no longer owned by BPC). Total to renew including CF Admin Fee of £27.20 and IPT (Insurance Premium Tax) £12.92 would total £176.12. Cllr Wills proposed to accept the renewal and seconded by Cllr Murch. All others in attendance were unanimous

9.6 Results of Council Health Check to include Registration of the Parish Council for Data Protection, explanation of \$137 and to agree purchase of lockable filing cabinet - Cllr Hitchins and Clerk

Clerk and Chair attended a Peer Health Check for BPC documentation. A report was completed and circulated to BPC. There are a few items to address but nothing of general concern.

Data Protection - BPC needs to register under the Data Protection Act at a cost of £35. Cllr Huxtable proposed the Clerk registered and seconded by Cllr Martin. All others in attendance were unanimous.

Date

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Mrs E Hitchins – Chair Brixton Parish Council

S137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The maximum amount which a council may spend under section 137 in any one fiscal year is an index-linked amount per head in the parish. Section 137 limits for 2016/2017 is £7.42 per elector

Lockable filing cabinet is required for all original documents - Cllr Murch proposed that the Clerk purchase a lockable filing cabinet up to the value of £65, this was seconded by Cllr Calvert and all others in attendance were unanimous

Cllr Hitchins explained about the Local Council Award Scheme Foundation Award. This is for councils who can demonstrate that the correct documentation is in place. Once everything has been put into place that was raised at the Peer Review, BPC to have another audit and then decide whether to take this forward.

Cllr Hitchins congratulated the Clerk on her hard work.

9.7 Councillor’s Report

Cllr Murch thanked everyone for working so hard throughout the year.

Cllr Williams explained that SW Ambulance had been in contact with the school with regard to registering the defibrillator with the Ambulance Service

Cllr Wakeham spoke about walkers between Winston and Steer Point Road, this gate is locked. It was thought that this was not ‘a public right of way’ and designated for use by SWWA. Cllr Hitchins will enquire if this is a private road.

Cllr Wills has submitted the application to have the War Memorial listed. He also expressed his concern that there are a lot of weeds on A379 into Brixton. Clerk had received an email from Peter Burrige offering to spray the whole of Brixton for less than £70. Cllr Wills proposed that Clerk commission Mr Burrige to spray the whole of Brixton village with weed killer, as long as there is no trace of Neonicotinoid. Cllr Williams seconded the proposal and all others in attendance were unanimous.

Cllr Huxtable spoke with regard to letters from parishioners with regard to cars parking on the pavement on Stamps Hill. Clerk to place this on Traffic Management Agenda. Parishioner had spoken about a footpath from Stamps Hill to Woolaton Cross, as it is dangerous to walk up the road. Cllr Hitchins clarified that the Neighbourhood Plan Questionnaire is where all this should be specified, there is a section for footpaths and there will be a Sport and Recreation working group that will take this forward

Cllr Martin in his role as Chair of Planning thanked Parish Councillors for the dedicated support they have given over the last 12 months

Cllr Calvert asked in the last Neighbourhood Survey why there was a question on Income and Investment. Cllr Hitchins explained that it was a South Hams District Council Housing Needs survey.

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council

Land owned by South Hams District Council owns near Brixton Torr. District Cllr Cane and Cllr Hitchins will organise a site visit for the Parish Council after 19th June.

Cllr Hitchins

Feoffee Trust had received notification from SHDC that permission has been granted for the Horse Chestnut tree nearest the Church to be felled in The Park. Feoffee Trust is currently seeking quotes for felling and removal. When the tree is felled The Park will need to be closed due to health and safety. This tree will be replaced.

Feoffee Trust will be making a planning application to modernise the kitchen and bathroom at 9 Old Road and to relocate the right of way down to the bottom of the gardens.

10. Planning

0981/16/FUL Plot to Rear of Kingsland, A379, Chittleburn Hill to Red Lion Brixton PL8 2AX
Amendments (addition of rear extension and detached garage) to planning approval 07/2309/12/F
Support

0355/16/HHO 17 Cross Park, Brixton, PL8 2BY
Householder application for proposed alterations and extensions including loft conversion to rear
Support

11. Financial Matters

May 2016

Receipts:	Amount	Fund
1st Instalment Precept	£10,502.00	General
Sherford 106 Contribution to BPC	£10,265.98	Sherford
Brixton Feoffee Trust Contribution for Bus Shelters	£1,154.33	Bus Shelters
Brixton Composters Contribution for Bus Shelters	£1,000.00	Bus Shelters
HMRC VAT Repayment (Apr 2015-March 2016)	£1,279.52	General
TOTAL:	£24,201.83	
Payments:	Amount	Fund
Marcus Cane - Deposit - Bus Shelters	£865.00	General
South and West Internal Audit	£200.00	General
Liz Hitchins - Planning Peer Review Travel Expenses	£15.30	General
Purchase of Laptop and Printer/Scanner	£450.59	Transparency Code
Clerk Wages	£477.55	General
Clerk Expenses	£39.14	General
Clerk Office Allowance	£20.00	General
P Burrige Grass Verges (May)	£99.00	General
TOTAL:	£2,166.58	

Statement balance at 19th May 2016

Current Account:	£46,115.46
Deposit Account:	£24,190.74
TOTAL:	£70,306.20

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council

Current Balance:

Neighbourhood Plan	£6,325.00
P3	£565.70
Sherford Reserve	£14,858.69
Silverbridge Way	£372.00
Transparency Code	£748.00
Sherford 106 Contribution to Brixton Parish Council	£10,265.98
Bus Shelters	<u>£2,154.33</u>
TOTAL of Funds Allocated	£35,289.70

11.1 Cllr Wills proposed to accept the financial statement for May 2016. Cllr Calvert seconded. Unanimous agreement by all others in attendance by show of hands. Cllr Huxtable and Cllr Hitchins abstained.

Cllr Hitchins proposed that £36,000 is transferred from the Current account into the Deposit account. Cllr Wills seconded. Unanimous agreement by all others in attendance by show of hands

Clerk to investigate options for the balance in the deposit account to earn more interest.

11.2 Finance Reports for 2015-2016**Annual Financial Statement 2015-2016**

The report had been received by all Cllrs prior to and at the meeting. Cllr Wills proposed that the Annual Finance Report for 2015-2016 was approved and this was seconded by Cllr Calvert. Unanimous agreement by all others in attendance by show of hands

Annual Audit Report 2015-2016

The Annual Audit Report had been received by all Cllrs prior to the meeting. All areas were satisfactory.

Cllr Wakeham proposed to accept the Annual Audit report 2015-2016 and seconded by Cllr Williams. Unanimous agreement by all others in attendance by show of hands

Annual Governance Statement 2015-2016

The Annual Governance Statement 2015-2016 was completed with all Cllrs. It was proposed by Cllr Huxtable that the Annual Governance Statement 2015-2016 was agreed and seconded by Cllr Wills. Unanimous agreement by all others in attendance by show of hands. This was duly signed by Cllr Hitchins (Chair) and Kirstie Aldridge (RFO).

Accounting Statements 2015-2016

The Clerk explained the Accounting Statement 2015-2016. It was proposed by Cllr Williams that the Accounting Statement 2015-2016 was accepted, this was seconded by Cllr Calvert. Unanimous agreement by all others in attendance by show of hands. This was duly signed by Cllr Hitchins (Chair) and Kirstie Aldridge (RFO)

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council

New NALC and SLCC Pay Scales 2016-2018 have been received. Pay scale points 18 and upwards have been increased by 1%. Clerk pay scale is point 19, Cllr Wakeham proposed to increase Clerk pay by the recommended 1% with effect from 1st April 2016, this was seconded by Cllr Huxtable. Unanimous agreement by all others in attendance by show of hands

12. Correspondence for Discussion

12.1 Yealmpton & Brixton Caring

This Community project includes a weekly coffee morning, re-establishing the lunch club, setting up a befriending scheme for people in Yealmpton and Brixton.

Cllr Wills proposed that BPC provide a grant of £100 to Yealmpton & Brixton Caring, this was seconded by Cllr Murch. Cllr Hitchins abstained. Unanimous agreement by all others by show of hands. Cllr Hitchins will represent BPC and report back on progress

12.2 Dog Fouling

Clerk read press release from SHDC. Evidence of dog fouling can be reported on www.southhams.gov.uk/telling

13.3 Fly Tipping

Clerk read news release which explained that there are increased penalties for fly tipping, a minimum fine of £150 up to a maximum of £400. When residents choose a contractor to remove any rubbish check the contractor has a waste carrier's licence on www.environment.data.gov.uk/public-register/view/search-waste-carriers-brokers

Date of Next Meetings:

Brixton Community Rooms Wednesday 29th June 2016 7.00 pm

Meeting closed 9.30pm **Kirstie Aldridge, Clerk to Brixton Parish Council**

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council