

## EAST BRENT PARISH COUNCIL

Minutes of the meeting of East Brent Parish Council held at the Village Hall on Monday 6th October 2014 at 7.30pm, when the following business was transacted.

### **Present**

Councillors:- Cllr V. Rawles (Chairperson), Cllr J. Webb (Vice Chairperson), Cllr E. Champion, Cllr W. Walker, Cllr J. Bowden, Cllr N. Lloyd-Jones, Cllr Y. Roscorla, Cllr B. Woodward, Cllr S. McGreavy and Cllr B. Bees, together with the Clerk Mr M. Shobbrook.

### **1. Apologies for absence and declarations of interest**

Apologies were received from Mr Bob Filmer and from Cllr A. Gilling.

As Mr. Mrs. D. Harvey of South House, Lake House Lane, East Brent, were in the public section, the Chairperson decided to bring forward on the Agenda, the planning applications to be considered during the meeting. This would enable Mr. Mrs. Harvey to answer any questions the Councillors may have had in relation to their planning application and they could then withdraw from the meeting if they chose to do so.

The meeting opened at 7.30pm.

### **PLANNING MATTERS**

The following new application was discussed:-

Application No: 24/14/00032

Type: Full Planning permission

Applicant: Mr. Mrs.D. Harvey

Location: South House, Lake House Lane, East Brent TA9 4HX.

Proposal: Erection of two storey side and rear extension. Erection of a porch.

Case Officer: Colin Arnold.

Before any discussion took place, Cllr Champion declared an interest in the application as he resides close to the site.

Cllrs McGreavy and Walker had visited the site. Cllr McGreavy explained the nature of the application in detail and after some discussion, Cllr McGreavy proposed, with Cllr Walker seconding, that the application be approved by EBPC. The proposal was voted upon and agreed unanimously.

### **2. Confirmation of the Minutes of the meeting on Monday 8th September 2014.**

The Minutes of this meeting were signed by the Chairperson as being a true and accurate reflection of the business carried out by this Parish Council on that date.

### **3. Matters Arising:-**

**Minute 30/12 : Pavements adjacent to the building site at The Laurels, Old Bristol Road, East Brent** - Cllr Walker told the Committee that a meeting had taken place at SDC's offices between Stuart Houlet (SDC), himself and Cllr Rawles and District Cllr Bob Filmer. Mr Ian McWilliams (SCC) was unable to attend. At the meeting it was agreed that Mr Houlet would pursue the matter of the unfinished footpath/roadway with SDC enforcement and Ian McWilliams of SCC. Mr Houlet would see if anything could be done regarding the condition of the site, i.e. fly tipping and hopefully arrange a site meeting. Cllr Walker would contact the owners of the planned car park (thought to be Enterprise Inns Plc.) to advise it of the fly tipping and the general condition of the site. During subsequent investigations, Cllr Walker established that the land forming the car park is owned by the original builder and not Enterprise Inns Plc. He had attempted to contact the builder by phone, but had been unsuccessful. He has passed on this information to Stuart Houlet, who will himself look into it. Cllr Walker ended by saying that EBPC has done all it can to bring this troublesome matter to an end and it was now up to the various authorities to conclude it. He will therefore report to the next Parish Council meeting in November, if there is any news.

**Minute 04/13 : Parish Magazine** - Cllr Webb told the Committee that a meeting to discuss the future of the Magazine had taken place between herself, Cllr Walker and Mr Colin Loader. During that very productive meeting it was decided that Cllr Walker would act as the Editor, Mr Loader would administer the compilation of the Magazine and Cllr Webb would organise the advertising and finances. It was thought that the Magazine has a very strong future with a number of people being willing to assist in its production. The first new edition will be a small one (probably 16 pages) and will be published during October 2014. There will probably be no advertising in this edition, but subsequent editions in December, February and March will include adverts already paid for together with new adverts. Cllr Webb has been unsuccessful in making contact with Mrs Richards to try to obtain all records of advertisers and the list of the Magazine's postal subscribers .. Outstanding entitlements to advertisements and to postal subscribers will be honoured. Ten editions of the Magazine will be

published in each year with absent editions occurring in August and January. Cllr Walker said that it will be called "East Brent Parish Magazine". He added that a website domain has been set up by Mr Ron Champion, which will contain details of useful names and addresses and telephone numbers within the Parish. Cllr Webb said that annual advertisers and subscribers will start afresh in April 2015; in the meantime, charges will be pro-rata. Cllr Lloyd-Jones told the Committee that £1,000 had been earmarked for the Magazine in the current Financial Budget. It was agreed that the Magazine will in future come under the auspices of the Parish Council, rather than any individuals. This recommendation was made by Mr Ron Champion, who said that it could be held under a form of trust. A further report will be given during the next meeting in November. Cllr Rawles offered her thanks to Cllrs Webb and Walker together with Mr Colin Loader and Mr Ron Champion for all the hard work they have done to enable the Magazine to continue.

**Minute 24/12 : Defibrillator Equipment** - Cllr Webb told the Committee that the second unit located at the Doctor's surgery, is now operational. Full details about both units will be included in the next edition of the Magazine. A familiarisation session has been arranged for Monday 20th October at 7.00pm in the Village Hall. The official opening ceremony is still to happen, but fixing a date when the Doctors will be available, together with the Press, has not yet been agreed. The expected (and promised) donation of £1500 from funds via District Councillor John Denbee, was still awaited. Cllr Webb will continue with her efforts to obtain this funding. Cllr Lloyd-Jones said that once that money has been received, there will be approx £800.00 available towards the purchase of a third Defibrillator unit, at a cost of approximately £1,500.00. The Committee remembered the promise made by Brilliant Harvest 009 Ltd. to fund the purchase of the third unit as part of the process of the development of the solar energy farm at Ash Lawn Farm, Pill Road, Rooksbridge. This will be pursued.

Cllr McGreavy told the Committee that the Doctors have asked that the posts supporting the Defibrillator unit at the surgery, should be painted black to conform with other decor there. Cllr Bowden offered to undertake this when he could.

**Minute 08/13 : Playing Field off Pill Road, Rooksbridge** - The Clerk addressed the meeting and told the Councillors that he had concluded negotiations with Messrs Tozers, solicitors acting for the South West Housing Society, regarding the Licence to cross the Company's land leading to the playing field at Rooksbridge. The engrossment of the deed had been signed by the Chairperson and the Vice Chairperson and arrangements will now be made to formally complete the deed. Cllr Webb correctly pointed out that there was an error on the plan attached to the engrossment, as it showed incorrect colouring of the land to be identified. The Clerk will attend to this prior to completing the transaction with Messrs Tozers.

Cllr Lloyd-Jones gave an update saying that the kerb will be dropped when the road leading to the site has been formally adopted by the Highways department. He also told the Committee that the grass forming the pitch and the adjacent banks had been cut back. The temporary fence has again been erected to prevent public access at the present time, in order to allow the grass to become established prior to the official opening of the playing field next spring. He asked the Committee members to consider what tasks they would be prepared to undertake to finish the initial establishment of the playing fields (by reference to the list of remaining tasks he has prepared). Although that was still many months away, the time will pass all too quickly and it would be a shame to have to delay the opening event because of an outstanding job. Cllr Champion suggested that there could be a site meeting to review certain of jobs required. Cllr Lloyd-Jones said that it would be nice to involve some of the residents of Rooksbridge in this, inspiring "Ownership with Pride" from them, as the playing field was there for local people to use and as it will need some ongoing attention, they might be able to provide that help.

**Minute 14/13 : Planning Appeal relating to the Pilrow wind farm** - Cllr Walker told the Committee that the designated time frame available to Broadview Ltd. to lodge a further appeal against the dismissal of its planning application, had passed. No news has been received about this, even by SDC (as reported to Cllr Walker by Mr Stuart Houlet during their recent meeting regarding matter 30/12). The No Pilrow group were therefore celebrating the defeat of the planning application for the wind farm. Cllr Lloyd-Jones asked if that was definitely the end of the matter. Cllr Walker said that it was always possible for Broadview Ltd. to apply again for planning permission for a different, or smaller site. However, as the opposition from all interested organisations/ councils and even the Government was so strong, it was unlikely that another application would be made. It could not be ruled out with certainty. Cllr Champion proposed that the Committee should extend its grateful thanks to Cllr Walker for everything he had done on behalf of the Parish Council to defeat the wind farm application. He had expended a very considerable amount of his own time and effort to achieve this end. This was echoed by the whole of the Committee.

**Minute 12/14 : Updating of the Playing Field adjoining Brent Road** - Cllr Lloyd-Jones gave an update saying; the new goal posts were proving to be very popular, proof of which was that the grass at each end of the football pitch was becoming well worn. He has repeatedly contacted Mr Dave Aggett at SDC, to try to finalise the remaining jobs/installations at the area. He has left messages for him to return his calls/emails etc. The installation of the new seating will definitely happen soon, but this was in Mr Aggett's hands. A further report will be given during the next Committee meeting in Novemb

**Minute 13/14: Risk Assessment provisions, as detailed by the Internal Auditor in his annual audit report.** Cllr Lloyd-Jones had circulated his initial Risk Management Report to each member of the Committee, which he had prepared in the light of the recommendations of the Internal Auditor in the Annual Report, during the last meeting. It showed the areas of control and management which the PC needs to address and check, at least on an annual basis if not more frequently in some cases. During the previous debate about the report, it had been suggested that a person should be appointed to the position of Risk Assessment Officer for the Parish Council. Cllr Lloyd-Jones said that he was not willing take on that role as it was a particularly onerous one and would involve a considerable amount of research and reading. It was better that the Committee as a whole, takes collective responsibility for this and he recommended that the risk assessment provisions should be discussed each year by the whole Committee. This would satisfy the requirements of an annual review, for insurance purposes. Cllr Lloyd-Jones said that he had submitted his initial report to the Monitoring Officer at SDC (Melanie Wellman) as suggested by Cllr Gilling during the September meeting. He was awaiting her response and will continue to chase this. He handed out copies of his updated Asset Register to each Committee member and then went through each item upon it. A detailed debate followed about the existence/location/necessity of some of the items shown on the list. This included the War Memorial, which is the single most expensive Asset which it is thought the Parish Council owns. The replacement cost (in the event of its total destruction by accident) was thought to be in the region of £150,000. Being a listed monument, it would probably have to be replaced with an exact replica and this was considered to be appropriate. If insurance money was not available for any reason, then it was very likely that public funding would be forthcoming, to ensure its replacement. Cllr Webb suggested that investigations should be made to see if a separate insurance policy can be procured to cover just the War Memorial. There are specialist insurance companies arranging cover for such monuments. It might prove to be cheaper for the Parish Council in the long run. The Chairperson agreed to find this out and will report to the next meeting. Cllr Lloyd-Jones will update his Asset register in the light of the information given by Committee members about various Parish Council owned items, during this meeting.

#### **4. Financial Matters :**

The Chairperson read out the list of proposed payments recorded on the Agenda and payment of all these items was proposed by Cllr Lloyd-Jones and seconded by Cllr Bowden. It was then passed unanimously by the Committee.

**5. Correspondence :** None, other than has already been circulated to Councillors.

#### **6. Matters of Report :**

Cllr Webb started by advising the Committee that the grass around the War Memorial has been cut and the area is looking very tidy. She hoped that a further cut will be undertaken before the Remembrance Sunday service next month. She will contact the Ex-serviceman who has offered to undertake this. It was also agreed that Cllr Bowden would contact CGC Contracting Services to obtain a quote to cut the vegetation back in the area from the Knoll Inn to the War Memorial, so that this is "tidied up" before the Remembrance Day Service. He will then contact the Chairperson and they will be empowered to accept that quotation if they consider it to be appropriate; to ensure that it can be completed before the 9th November 2014. Cllr Lloyd-Jones did say that the grass cutting contractor is aware that this area must be cut in the week leading up to the service.

Cllr Webb updated the Committee regarding the proposed adding of the names of two soldiers to the War Memorial. Her investigations have revealed that neither of the names were appropriate to add to the lists. One had been born in France and had only lived in the Parish for a short while. No further action will therefore be taken in this respect.

Cllr Webb returned to the suggestion she had made during the last Committee meeting; that a person should be appointed next year, to act as Environment/Landscape Officer. That person would check the responsibilities of cutting hedges, grass verges and other areas around the Village, as it is presently unclear who is responsible for what and when. It might be the case that the PC is paying for services which either SDC or SCC should be responsible for. It was suggested by Cllr Champion that this should be addressed now, rather than next year. He proposed that a group of Councillors should aim to visit all parts of the Parish to view the state of hedgerows/ roads etc. to establish where work was required and who was responsible for

undertaking this. Cllr Lloyd-Jones offered to drive a group around the Village to make an inspection. A sub-committee consisting of Cllrs Rawles, Champion, Bowden and Lloyd-Jones was formed.

Cllr Roscorla will contact Mr David Maund of the Lights for Life group, to find out which areas of Rooksbridge are maintained by them and which still need to be addressed.

Cllr Bees raised the question of the frequency with which the dog-bin in the Cemetery, is emptied. He has seen that it is often overflowing and it is particularly unpleasant at those times. Cllr Walker said that he has phoned Clean Surrounds dept. at SDC on numerous occasions to ask that the bin is emptied. The response from SDC is that a larger bin should be placed in the Cemetery. This would cost the PC a further £100.00. It is currently supposed to be emptied once each week, but this was doubted by some Councillors. A lively debate followed during which it was suggested that all three dog-bins around the Village could be removed for a while, to see what effect this would have. Whilst it was hoped that all dog owners would act responsibly and take their dog's mess away for disposal correctly, it was felt that the resultant mess throughout the Parish might be greater. Where facilities for the disposal of dog's mess is not supplied, the risk of spreading infection via the eggs of the roundworm 'Toxocara' was increased, said Cllr Champion.

It was agreed that a notice should be placed in the magazine asking dog owners in the Parish to act responsibly about this issue. The Chairperson agreed to contact Clean Surrounds Dept. of SDC to request their immediate attention to the dog bin in the Cemetery.

Lastly, Cllr Bees offered his apologies in advance, for not being able to attend the next Committee meeting on the 3rd November. As it seemed to be an inconvenient date for several other Councillors, the Chairperson suggested that the date to the next meeting should be changed to the 10th November. This was agreed and the Clerk was directed to change these arrangements.

Cllr Bowden referred to the fly-posting of various events in the Parish and the non-removal thereafter of these notices. Several Councillors said that they do remove such posters, if they see them. Cllr Lloyd-Jones offered to remove the particular notice of a wedding (which has taken place), from its location. Cllr Bowden asked the Clerk to put the ordering of the Village Christmas tree and the organising of the decorating thereof, on the Agenda for November as it will need to be addressed during that meeting in order to be arranged in time.

Cllr Woodward told the Committee that PC Pauline Dixon has had her hours within the community reduced. This will be addressed by a regular meeting taking place at Cllr Woodward's home with PC Dixon, to deal with Police matters.

Cllr McGreavy told the Committee that he has spoken with Mrs. Catherine Quinell regarding the Village Fete being held each year, on the Village Green. The reasons why this had been changed to the Church land were explained. These were:- the inconsistency of the weather and the high charges being levied by SDC for using the Village Green, together with the usage of toilet facilities. It was suggested that if the booking was made in the name of the Parish Council, a reduction in the charges might be achieved. Cllr Webb said that she believed that special rates were given during the Jubilee celebrations in 2012, might these be repeated? If not, then a protest should be organised in some form, since the land is for the benefit of the Parish as a whole. It was agreed that this topic should be included on the November Agenda for debate.

Finally, Cllr McGreavy said that he had been approached by a resident in Rooksbridge for advice about a proposed planning application he was intending to make. The potential applicant had paid a fee of £160.00 to SDC for "Pre planning advice". Having spoken with SDC, he was advised to contact EBPC to obtain the PC's views. Cllr McGreavy told him that he was not in a position to give him any specific advice about his application. Until a proper application is lodged, the PC will not be invited to make any recommendations to SDC and any comments in the meantime could be misconstrued, or taken as offering support. Cllr McGreavy said that this would not be the correct conduct of the PC in such matters. These comments were supported by Cllr Champion who said that during his Chairmanship, this was exactly the way he had handled such events.

Cllr Lloyd-Jones in his address, reiterated his reluctance to be appointed to the position of "Compliance Officer" for the PC. He said that it should remain the collective responsibility of the whole Committee to handle such matters. This was agreed by the Committee generally.

He also asked that the setting of the Precept for 2015 should be put on the Agenda for the November meeting. A decision about the amount which will be requested from SDC, will have to be made during the December meeting and so Councillors should consider the forthcoming budget forecast of the PC for the next financial year, in order to ensure that a sufficient sum is obtained to meet this.

The Chairperson raised the question of stopping traffic whilst the Remembrance Day service was taking place at the War Memorial, on Sunday 9th November 2014. The Police have been asked to organise this, but resources are restricted and it may not be possible for an Officer to attend. If that occurs, Cllr Webb will again undertake these arrangements.

Finally, Cllr Rawles thanked the Committee for the flowers she had received during her recent hospitalisation, she was most grateful to all, for them.

There being no further business to discuss, the Chairperson declared the meeting closed at 9.45pm.

*The next meeting of East Brent Parish Council will be held on Monday 10th November 2014 at 7.30pm, in East Brent Village Hall*