

EAST BRENT PARISH COUNCIL

Minutes of the East Brent Parish Council held at the Village Hall on Monday 13th May 2013. It commenced at 7.30pm and the following business was transacted.

Present: Cllr E. Champion, Cllr V. Rawles, Cllr J. Bowden, Cllr A. Gilling, Cllr W. Walker, Cllr N. Lloyd-Jones, Cllr B. Woodward, Cllr S. McGreavy, Cllr B. Bees and the Clerk to the Council, Mr Martin Shobbrook.

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mr R. Filmer and Cllr Y. Roscorla.

CONFIRMATION OF MINUTES

The minutes of two planning meetings held at the Village Hall on 22nd April and the 9th May 2013, were signed as a true reflection of the business conducted by this Parish Council at those times.

ONGOING ISSUES

Minute 24/12: Defibrillator Equipment. Cllr Webb advised the Committee that she has the two new defibrillators at her home. She has received an invoice for the supply costs, totalling £3550.00. She made a proposal that the invoice should be settled now and fund raising should be continued in earnest. This was seconded by Cllr Rawles and agreed unanimously by the Committee. A discussion then followed concerning the proposed locations of the two defibrillators within the Village. It is a requirement of the Emergency services, that the patient must be located within 800 metres of the equipment, before its authorised usage and release from the storage, will be given. Cllr Webb produced a map to the Committee, showing 800 metres radii from the Village Hall and the old telephone kiosk. These were the first two suggested sites of the equipment. It was felt that the density of housing in the Village may not be best served by using these locations, as this meant that large areas may not be within the crucial 800 metre radius. The equipment must be placed in the most effective areas to obtain the best coverage. Cllr Bowden said that ideally, a third defibrillator could be purchased, but this would of course be dependent upon additional fund raising to pay for it. Cllr Lloyd-Jones said that if the old telephone kiosk was not going to be used as the site of one of the defibrillators, then an option could be to sell it to help pay for the Defibrillators. The general feeling amongst the Committee was that the telephone kiosk should be kept, as it was an historical part of the Village's landscape. Cllr McGreavy said that Lympsham Village was implementing a scheme to install defibrillators and so that area would have some cover. The Chairman concluded the debate by suggesting that locating the equipment should be deferred until a future meeting, so that further consideration can be given to find the best locations. Cllr Webb added that the new Landlord of the Knoll Inn has had training in the use of defibrillator equipment and he has agreed to help with training Parishioners in due course.

Minute 08/13 The proposed lease of land at Rooksbridge to the Parish Council by Cllr Gilling. Before any debate on this topic occurred, Cllr Gilling declared an interest and he offered to withdraw from the meeting. The Chairman said that he felt Cllr Gilling's presence would be helpful in the debate and he suggested that Cllr Gilling should remain. The Chairman then reminded the Committee of the proposal and opened the matter for general debate. Cllr McGreavy asked if this project would have any impact upon the funding of the replacement of play area equipment, which has already been approved. It was thought that it would not have a detrimental effect, as there was additional funding available for such projects, under the RTL3 funding scheme. Cllr Lloyd-Jones went through the costings outlined in the email circulated to the Committee by the Clerk (following his meeting with all interested parties on the 29th April 2013). He said that the Committee should be aware that if the project did proceed, then maintenance costs of between £1200 and £1500, would be incurred each year. This would need to be budgeted for as an additional expense, since it was not currently within the fiscal plan. Cllr Bowden agreed with him and said that he was concerned about the long term costs and these needed to be established before a final decision was made. The Chairman said that it was clear that the Committee would like to see the project succeed, especially as the Parish Council has a duty to implement plans for the Rooksbridge community, as well as for East Brent. Cllr Gilling added that he felt the estimates of the long term costings of the scheme, were too high and that lower costs could be achieved. It was suggested that parents of local children who would use the new area, might be asked to assist in its maintenance and a management group could be formed. The Chairman said that the Committee must consider the miscellaneous potential running costs. Cllr Rawles said that the Parish Council was rather unique in having two Villages to administer. Cllr Walker said that the Committee needed to agree to spend the cost of the planning application first and then assess the funding of the project later. Cllr Rawles said that funding for the whole

project should be available from grants. Viridor is a possible sponsor, but a check as to whether the site was within a ten mile radius of an existing landfill site operated by Viridor, was crucial. The Chairman concluded the initial debate by saying there was clearly a desire by the Committee to proceed further with this project and he invited Councillors to volunteer to go on to a Sub-Committee set up especially to advance the scheme. Although not present, Cllr Roscorla was nominated, as she resides in Rooksbridge and she has taken an active part in that Villages' welfare. Cllr Lloyd-Jones offered to head the project and Cllr McGreavy also agreed to join the Sub-Committee. Further reports will therefore be provided back to the full Committee, on the progress of the scheme in due course.

Cllr McGreavy had to leave the meeting at this point (8.15pm) because of work commitments.

6. Minute 09/13: The plan to use the triangular area of land adjacent to the War Memorial as a "Village Garden". Cllr Webb asked that this matter be deferred until a future meeting, as the preparations for its debate had not been concluded. The Chairman agreed to do so.

7. Minute 10/13: Grass cutting contract for War Memorial area and along the A38 for 2013.

The Clerk had been asked to obtain quotations from Vic Phillips for this work and it has now been received. The work carried out by Mr Phillips last year, was considered to be good and so it was proposed by Cllr Bowden and seconded by Cllr Webb, that acceptance of this latest quotation should be conveyed to Mr Phillips and he should be awarded the contract.

8. Minute 11/13: The submission of the Annual Return for the year to the 31st March 2013.

The Clerk reminded the Committee that full accounts for the financial year which ended on the 31st March 2013, had previously been submitted to and approved by, the Committee. It was therefore his duty to produce these figures to the internal auditor (Mr Richard Yong) before they were finally submitted to the Audit Commissioners chosen Accountants, Messrs Grant Thornton & Co.. Cllr Lloyd-Jones then proposed their approval and this was seconded by the Elected Parish Councillor/Finance Officer, Cllr Rawles. The Clerk asked the Chairman if he could thank Cllr Lloyd-Jones for the very considerable time he had given towards the preparation of these accounts and the setting up of a detailed financial recording system. This will benefit the Parish Council for many years to come.

9. Minute 12/13: Community Warden Scheme- The Chairman invited a discussion as to whether the Parish Council still wished to join the scheme, following the communication received from the Chairman of Brent Knoll Parish Council, dated 8th May 2013. It was agreed that there was still a general feeling that the scheme had merits and the Clerk was instructed to report back to Colin Townsend, the Chairman of Brent Knoll Parish Council, conveying this. A further discussion by the Committee will be required before a final decision is made. The Clerk will re-circulate the email outlining the scheme he received, to all Councillors for them to consider.

10. Minute 13/13: Data Retention Policy. Cllr Lloyd-Jones advised the Committee that all of the records and Equipment belonging to the Parish Council has now been returned by Bob Strachan, the previous Clerk. It consisted of a very large volume of paperwork and a now redundant computer (due to it being faulty and uneconomic to have it repaired). The vast quantity of paperwork and the inevitable storage problem it created, had led Cllr Lloyd-Jones to evaluate the formation of a document/data retention policy, which the Parish Council should adopt. He had investigated similar schemes implemented by other Parish Councils and made a recommendation to the Committee of the need for East Brent to have such a policy. The Chairman thanked Cllr Lloyd-Jones for his work and invited him to progress the matter and report back to future Committee meetings.

Financial Matters:

Approval was proposed by Cllr Lloyd-Jones for the payment of the cheques listed on the Agenda and this was seconded by Cllr Woodward. A unanimous vote was then passed by the Committee.

The Clerk advised the Committee that, in a letter from Came & Co. (the P.C.'s Insurance Brokers), an Offer to provide four months free cover was made, if the P.C. was prepared to sign up to a three year contract with Came & Co. Cllr Webb said that the Council had agreed to this arrangement in the past and she proposed that it should be repeated again. This was seconded by Cllr Rawles. The Committee then unanimously agreed to accept this offer.

Matters of Report:

Cllr Rawles asked the Clerk to contact the Highways Dept. to find out when the new Village signs would be installed as this would restrict the ability to plant flowers at the sites, to enhance the Villages' appearance. The Clerk agreed to do so. She also reminded the Committee that she was continuing to promote the growth of oak tree saplings she has. They are able to be planted at agreed points in the Village as part of the Jubilee celebrations, which took place last year. Councillors were invited to suggest suitable locations for these trees.

Cllr Gilling advised the Committee that the house owner who had raised issues regarding the Speed cameras at Rooksbridge, has now placed his house on the market for sale.

Cllr Bowden advised the Committee of the need to deal with the appointment of the new Sub-Committee

for the Cemetery, in advance of the Annual General Meeting which will take place on Monday the 3rd of June at 7.30pm. The reason for this is that the Sub-Committee will meet at 7.00pm in advance of the full Committee meeting and the correct protocol must be maintained. He then said that in his capacity as Chairman of the Cemetery Committee, he had been advised by Cllr Gilling of his desire to withdraw from the Committee, due to his work commitments.

Cllr Bowden then proceeded to thank Cllr Gilling for his support whilst he had been a member of the Cemetery Committee. Cllr Bowden then said that he had approached Cllr Bees to ask him if he would be prepared to join the Cemetery Committee. He was pleased to announce that Cllr Bees has agreed to do so. The formal election process can proceed at the forthcoming Cemetery Committee meeting.

The Clerk thanked Cllr Bowden for raising this point as it would have otherwise led to a procedural irregularity.

Cllr Woodward asked if investigations could be undertaken to erect a brown information road sign pointing to the location of the Village Hall. The general consensus was that such signs were expensive and would have to be paid for by either the Parish Council or the Village Hall Management Committee. The Clerk agreed to investigate this.

Cllr Walker advised the Committee that there was going to be a meeting of the Sub-Committee with "No Pilrow" representatives to discuss the Wind Farm, at his home on Monday the 20th May at 7.30pm.

Cllr Lloyd-Jones repeated his previous address to the Committee regarding the un-serviceability of the Parish Council's laptop computer and said that a new laptop was now being sourced. The likely cost would be in the region of £430 including buying a copy of MS Office (excluding VAT, which is recoverable). Cllr Walker also recommended that an external hard-drive was purchased to enable data back-ups to be made. Cllr Lloyd-Jones agreed and said that this would be purchased and kept at a different location. Regular updates would be made upon it, of the Council's records and data. It was agreed by the full Committee that the acquisition of this equipment should proceed and details of exact costings will be given at the next meeting.

Cllr Lloyd-Jones said that he had now taken delivery of the two green sand container bins, at his home address. These will be moved to the Church Road site as and when S.D.C. can deliver the sand to fill them. He said there would then be a need to purchase signs to be affixed to the bins, advising the public of the telephone number to call to gain access to them, as the aim is to lock them. In addition, he said that he had purchased and placed two signs on the football area requesting dog owners to clean up any defecation caused by their dogs. His actions may not stop re-occurrences of this problem, but it might help to make people even more aware of the problem it causes. The Clerk was asked to contact S.D.C. to enquire if dogs can be excluded completely from the play area.

There being no other business, the Chairman declared the meeting closed at 9.00pm.

The next meeting of East Brent Parish Council will be the Annual General Meeting which will take place on Monday 3rd June at 7.30pm in the Village Hall.