



**Draft Minutes of Brixton Parish Council May meeting held on
Wednesday 20th May 2026 at 7.00 pm in Sherford Community Hub**

Present: Cllr Liz Hitchins (Chair), Michael Wills (Vice Chair), Cllr Terry Clegg, Cllr Rachael Gillard, Cllr Ian Martin, Cllr Prem MacLennan, Cllr Stuart Nix and Cllr Neil Hawken

In attendance: District Cllrs Alison Nix and Julie Carson, D&C Police Officers - PC Pike & PC Cleare and Kirstie Aldridge (Clerk)

Members of the public in attendance: 10

Cllr Hitchins welcomed everyone to the meeting and explained the format of the meeting.

16. Election of Chair

Cllr Hitchins vacated the Chair and District Cllr Nix took the chair & asked for nominations.

Cllr Clegg proposed Cllr Hitchins as Chair of Brixton Parish Council

Cllr MacLennan seconded this proposal. All others in attendance were unanimous.

Cllr Hitchins was duly elected and resumed the Chair and signed the appropriate declaration.

17. Election of Vice Chair

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

Cllr Gillard seconded this proposal. All others in attendance were unanimous.

Cllr Wills was duly elected to the position of Vice Chair and signed the appropriate declaration.

Open Forum

Report from Devon County Councillor Tony Carson (via email)

Budget

DCC approved an £839m budget for 2026/27 with a 4.99% council tax rise. Heavy spending is going into Children's services (£268m), especially SEND, road repairs and highways. The Council still needs £39m in savings to balance finances.

Libraries

The Council is pushing "transformation" of library services and around £1m reserve and funding adjustments are being used to reshape it. Libraries aren't closing outright, but the service model is being scaled back and restructured.

Local Government Reorganisation

Devon has bid for a "mega-council" restructure to achieve greater economies of scale, and service delivery efficiencies, although this may not be the Governments preferred option for the County. This affects elections timing, staffing and service design. Governance structures and collaboration decisions continue to be made with this future in mind.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

Sherford

Report from Steven Williams, BPC nominated Director Sherford Community Land Trust (SCLT)

There is no update

Sherford

Report from District Councillors Julie Carson and Alison Nix

To include:

- **Feedback on improving communication for the residents of Sherford**
- **Update on issues raised by Sherford residents via info@sherford.uk email**

The temporary bus stop on Hercules Road will not be implemented until spring or summer next year. Services will be re-routed along the north-eastern corner of Hercules Road, with works progressing in a westerly direction towards the future town centre. The project will be in five sections agreed with the highway authority. The planned bus stops will be located towards the western end of the work. The Consortium, together with DCC, PCC, and SHDC, is proposing for further discussion to route buses through the extended 2D loop, with an additional stop in the new residential area.

The Sherford Consortium has confirmed that Hercules Road is almost adopted.

Planning for the local centre is almost complete.

Water works will take place at the far end of Wiverton over a four-week period, carried out in sections. Temporary traffic lights will be in place during the works. Hercules Road itself will not be affected, although roads turning off Hercules Road may experience some disruption. The works are scheduled to begin on 1st June and will continue over the following three weeks to bring water infrastructure into the new section.

The road closure by Vealeholme has been withdrawn. However, the road will need to be 'stopped up' in the future, as it will be replaced by other roads within the development.

Cllr Hitchins confirmed that BPC's second meeting with the Sherford Consortium regarding communication will be held on zoom on the 21st May.

Brixton

Report from District Councillors Julie Carson and Alison Nix

The planning application for Daisy Park (Phase 2B Canes Orchard), Brixton reference 4317/21/OPA (2024) that District Cllrs had asked to be heard at the SHDC DMC and was initially agreed, has gone back for more enquiries in relation to the application.

Once the additional enquiries have been undertaken then this application will be heard at SHDC DMC.

Carroll Island

Report from District Councillors Julie Carson and Alison Nix

There is no update

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

SHDC General Information

Report from District Councillors Julie Carson and Alison Nix

The annual meeting of SHDC took place last week. Cllr Jacqui Hodgson, a Totnes member, has been appointed as the new Chair of SHDC. The Annual Report is available to view online.

Cllrs Nix and Carson both stated that funds had been allocated to various projects:

Sherford Vale Football Club £1000

1st Sherford Rainbows £200

Dementia Friendly Parishes around the Yealm £500

Yealmpton & Brixton Caring £350

Biodiversity Projects:

Friends of Sherford County Park £450 and an additional £250

Park Life South West £500

Cllr Hitchins opened the floor to parishioners

Residents from Falcon Mews and surrounding areas explained that after a serious incident they had raised concerns with Rebecca Smith MP, District Cllr Julie Carson, SHDC and SeaMoor Lettings concerning community safety in their area and wanted clarity on the allocation of tenancies and how they are managed. It was stated that a reply had been received from SeaMoor Letting but not from SHDC yet.

PC Rob Pike, Sherford Neighbourhood Police Officer, stated that regarding the incident in question a person had been charged. He stated that to ensure residents felt safe he would increase his patrols in Sherford, this should give some reassurance. Concerns should be reported online or ringing 101 – this is recorded and creates a statistic, and if an emergency 999 should be rung. PC Pike stated that some things concerning residents may not be a criminal matter.

Concerns about underage driving and other driving concerns have been reported to Operation SNAP

Sherford is a very safe area with very low crime statistics (Neighbourhood Watch). District Cllr Alison Nix stated that out of 31 areas Sherford was 31st.

Residents stated that there was regular antic social behaviour around 1am. The advice was reiterated to report to 101 or online to ensure that a record is kept.

Concerns were also raised regarding drivers 'jumping' the temporary traffic lights in the early hours. PC Pike stated that in a survey of 600 cars - 9 were over speed limit and he would let colleagues know about this issue

Concerns were raised regarding works on walkways, barriers being left in situ, lack of lighting and safety issues regarding the corner of Zeus Avenue – it was recommended that all these issues were reported to the Sherford Consortium – info@sherford.uk

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

BPC Annual Report – Chair of BPC, Cllr Liz Hitchins

Cllr Liz Hitchins presented her annual report

District Cllr Alison Nix spoke on behalf of the District Cllrs to thank BPC and Cllr Hitchins

“I’d like to say a thank you to you Liz on behalf of everybody here and the District and County Councillors for your untiring work over this year and every year. When there are issues we know there is a level head ready to move everybody forward and advice and guidance is given, so thank you very much from everybody, we do appreciate you being a strong Chair.”

Open Forum Closed**18. Welcome and Apologies for Absence**

Apologies were received from Cllr Tony Carson and accepted by all Councillors.

19. Declarations of Interest

Cllr Hitchins declared an interest in agenda point 21.1

Cllr Hawken declared an interest in agenda point 27.10 (Silverbridge Way extension)

20. Confirmation of minutes of the meeting Brixton Parish Council on Wednesday 29th April 2026

Cllr Wills proposed BPC accept the minutes of Brixton Parish Council meeting on 29th April 2026 as an accurate record of the meeting, seconded by Cllr Gillard. Cllrs MacLennan, Martin and Nix abstained. All others in attendance were unanimous. Cllr Hitchins signed the minutes of the relevant meeting.

21. Financial Matters**21.1 To receive and approve the finance statement for May 2026****Receipts:****Amount****Receipts:****Amount**

BPC (transfer funds to Cost of Living ring fenced account)	<u>£500.00</u>	Cost of Living
	<u>£500.00</u>	

Payments:

A Kay	£55.20	Cost of Living
DALC - membership 2026 2027 inc NALC affiliation	£1,228.50	General
BCA - Brixton April Room Hire	£25.00	General
K Aldridge - reimburse Sherford Room Hire (May)	£25.00	General
E Hitchins - Chairman's allow. reimburse refreshments Silverbridge Way	£11.40	General
J Friend Garden Services - FP 4 bench repair and reinstatement	£253.20	General
K Aldridge wages	£1,255.20	General
K Aldridge expenses	£99.39	General
K Aldridge office allowance	£35.00	General
K Aldridge - reimburse May zoom	£16.79	General
BPC pension contribution (May)	£389.17	General
P Harvey - May Grounds Maintenance	<u>£147.50</u>	General
	<u>£3,541.35</u>	

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

Due to the internal audit report not yet being completed, BPC will add the following 3 agenda items to the June agenda of BPC. This will still comply with the relevant timescales as the AGAR needs to be submitted by 1st July.

21.4 To receive and agree Section 1 – Annual Governance Statement 2025 / 2026

21.5 To receive and agree Section 2 – Accounting Statements 2025 / 2026

21.6 To receive and note the comments from the Internal Audit report

21.7 Clerk to provide update on VAT claim.

Clerk confirmed that BPC is still waiting for the funds from a VAT claim for £562.10 for the period Oct 25–March 26

21.8 BPC Insurance Policy 2026 / 2027 – discuss and potentially approve.

Cllr Hawken proposed that BPC renew the insurance policy with Community First — Zurich Insurance PLC, which is currently on a 3-year LTA (until 31/5/2028), at a cost of £753.75, seconded by Cllr MacLennan. All others in attendance were unanimous.

21.9 Data Protection Fee renewal 2026 / 2027 – discuss and potentially approve.

Cllr Wills proposed that BPC renew the Data Protection Fee at a cost of £52.00 for the year, seconded Cllr Clegg. All others in attendance were unanimous.

22. Planning applications received from SHDC and DCC during April / May 2026

1060/26/HHO

Householder application for Installation of No.12 JA Solar PV panels & FOX ESS EP5 battery, both on the southwest & rear elevation

34 Pisces Street, Sherford, Plymouth PL9 8FY

Cllr Martin confirmed that a site visit has been arranged for Tuesday 26th May at 6pm.

1254/26/ARM

Reserved Matters application for housing parcels and infrastructure, including 348 dwellings as part of Phase 3 North at Sherford New Community pursuant to Outline approvals ref: 0825/18/VAR (the principal permission that was amended by this consent was EIA development and was accompanied by an Environmental Statement)

Land at SX 558 544, Hercules Road, Sherford, Plymouth

Clerk is arranging a meeting with SHDC Planning Officer to discuss this application

23. Variation to Premises Licence

Rodgers of Plymouth Ltd

To vary the premises licence of **Spar, Brixton Road Garage, Chittleburn Hill, Brixton, Plymouth, PL8 2BL**. Amend the premises licence plan to increase the area within which alcohol may be sold.

BPC noted this application

24. Planning decisions made by SHDC / DCC during April / May 2026 (to note)

3207/25/FUL – Conditional Approval

Proposed change of use from agricultural field to a secure dog walking field

Land at SX 552 529 Brixton

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

25. Local issues relating to Brixton Parish as a whole

25.1 Local Government Reorganisation (LGR)

- Update from relevant meetings

There has been no update since the consultation closed on 26th March.

The link to Local Government Reorganisation in Devon, where all the plans can be viewed - <https://www.devonlgr.co.uk/>.

BPC understands that a decision will be made by Government on 19th July 2026

- South Hams Community Assets Policy

Cllr Hitchins attended a SHDC briefing on 18th March regarding their Community Assets Policy, in preparation for LGR. The policy states 'The Council will only consider asset transfer requests for land or property in category 3 above' – category 3 is 'Parks, open spaces, sports pitches.

Within Brixton parish there are the following Community Assets:-

- The grass verge from Ladybirds down to the first houses in Steer Point Road
- The play space in Elliotts Hill
- The piece of land on the corner of Elliotts Hill with Steer Point Road (opposite the Owl Bench)
- The piece of land fenced off on the side of Steer Point Road

Clerk has submitted an 'expression of interest form for each of the above following the decision at the April meeting of BPC. There is no further update from SHDC.

25.2 Yealm Community Energy (YCE) – Application for Community Benefit Fund

YCE Community Benefit Fund is funded from surpluses generated by YCE's three solar farms and provides support to community and voluntary organisations in the Parishes of Brixton, Holbeton, Newton Ferrers and Noss Mayo, Wembury, and Yealmpton.

BPC was unsuccessful in its application for £2,080.00 for 4 bespoke decorative finger posts to direct parishioners from Brixton village to and from Sherford via Monkey Lane.

25.3 Town & Country Planning Act 1990-Section 247 Proposed Stopping up of Highway at Road past Vealeholme OS Grid Reference: E:254657, N:054644; E:254670, N:054649; E:254741, N:054390; E:254800, N:054425

The Sherford Consortium has applied for a short section of public highway to be permanently closed, known as 'Road Past Vealeholme', the section of road is 282 meters long and runs between Main Street in Sherford and Plympton Hill. As this proposal involved the stopping-up of a public highway, a formal road stopping-up order was required. Confirmation has been received from The Secretary of State for Transport stating that this Order has not 'been made'

25.4 Update on Dawes Lane

Dawes Lane reopened on 15th May and BPC has received excellent feedback

25.5 Update on Dementia Friendly Community Action Plan

All BPC councillors have completed the Dementia Friends Training

There is new action plan that was circulated to BPC prior to the meeting.

Clerk to contact Claire Puckey, Community Development Lead, Dementia Friendly Parishes around the Yealm to arrange a Dementia Friendly Awareness session in September (one in Brixton and one in Sherford)

25.6 Update regarding Brixton Neighbourhood Plan

A meeting of the Brixton Neighbourhood Plan Group was held on Thursday 8th May. A couple of the policies are no longer current due to changes in the NPPF and will need to be reviewed.

A zoom meeting will be arranged with SHDC officer leading on Neighbourhood Planning, and Cllr Hitchins will confirm the number of affordable houses required, including the number of bedrooms.

Date

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25.7 Relevant updates from meeting of Brixton Parish Environment Working Group 18th May 2026

Cllr Hitchins met with St Mary's School head teacher and spoke about children identifying bird species. Clerk will contact Devon Wildlife Trust to see if they provide large, laminated posters that can be displayed on the school gates for children to identify bird species.

Following the success of the walk from Brixton to Sherford, via Monkey Lane, in April the next walk has provisionally been arranged for 5th September.

26. Local issues relating to Sherford

26.1 Relevant updates from BPC meeting with Sherford Consortium regarding communication

Cllr MacLennan stated that the number of complaints had decreased. The next Sherford Communications meeting is scheduled to take place on 21st May.

There is increased engagement from the Sherford Consortium Project Team; asking questions to resolve issues and providing relevant answers to queries. 2 x disabled parking bays have been installed as a result of this engagement.

26.2 Climate Change / Bio-diversity update

Sherford Day wash up

Over 460 people attended. The feedback was that people appreciated how well organised the event was.

Nature Trail and Bioblitz

- 60 people completed the nature trail, more interaction with experts needs to take place to explain the purpose of the Bioblitz App.

Oral Histories of Sherford

- Residents were very interested in the display of residents and their stories, from the first resident who came to Sherford. Cllr MacLennan has more people to interview.
Award for All bid to develop this project - submitted end of last week

Food and growing

Allotments

- The Environment & Heritage group visited Zoo Field and Swarthmore allotments.
- A new subgroup has been set up to progress the development of Sherford allotments. .
- The subgroup has been working closely with Steve Fowler, Director Sherford Consortium and have until the end of May to finalise the allotment plans.
- The timeline for the completion of allotments is the end of the year.
- The subgroup has identified a piece of land next to the allotments that didn't look like it was earmarked for development; and have asked the Consortium whether this could be used for a community garden

Environmental upskilling

- The Environment & Heritage group is reviewing what skills are already available through the Friends of Sherford Country Park; what cross training could be gained by working with National Trust Rangers and what additional training is required e.g. bat walks

Repair and reuse cafe

- Although funding has been obtained from DCC for tools, Environment & Heritage are working with partners e.g. Plympton repair cafe to develop paperwork needed to support

Date

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risk assessments; get sign off from the trust insurers; how to call out for volunteers; check proof of expertise in repairing.

Signage in the country park

- The Environment & Heritage group have costed signage around the park. This provision falls under s106 obligations and further conversations are needed with the Consortium to fulfil their obligations around this.

26.3 Street Naming Project

Update on Local and Historical names for Sherford's Green Infrastructure

The Heritage event will be held on 3rd June 2026 at Sherford Vale School Hall 6.00- 8.00pm. The speakers are: Tif Dickinson, Fed Ghittoni, Saltram House, National Trust, Rob Hayward CEO of Riverford Farm and Mark Harris SHDC Officer. Discussions will include the naming of the outstanding sites from area 1.1.

26.4 Sherford Community Emergency Plan

The Emergency Plan is still being drafted, there is no further update.

26.5 Traffic Update

Update on Community Speedwatch

Cllr MacLennan met with Roger Smith, Brixton Community Road Warden on 14th May to discuss how Sherford could bolster Brixton with conducting more Speedwatch sessions.

The % breakdown between Light, Medium and Heavy vehicles has changed very little.

Q 1 January to April 2026

- Light vehicles (motorcycles, cars & light vans) as % 67,508 - 91%
- Medium (2/3 axle vehicles, buses & trucks) 6,419 - 9%,
- Heavy (Articulated lorries) 497 - 1%

Total traffic volumes

Month		Previous year	Result
January 2026	78,014	Jan 2025 - 65,179	Increase of 12,835
February 2026	77,637	Feb 2025 - 77,534	Increase of 103
March 2026	75,234	March 2025 - 77,231	Decrease of 1,997
April 2026	74,324	April 2025 - 77,305	Decrease of 2,981

Average weekly Volume

Jan to Dec 2025	Jan to Dec 2024	Jan to Dec 2021
78,414	73,702	50,433
January to April 2026	76,302 (-3%)	

The average weekly traffic volume in the period January to April 2026 was 76,302 - the highest on record. This compares to 74,312 in the period January to April 2025 and 37,643 in 2021.

Currently the average daily traffic volumes on Hercules is at 10,900, down 95 on the previous month

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council

- **Update regarding road safety in Sherford following meeting with D&C Police**

BPC has set up regular meetings with Devon & Cornwall Police including Inspector Ben Shardlow and Sherford Beat Manager, Rob Pike with the latest on 8th May, the next meeting will take place on 7th July. There has been increased police presence in Sherford, educating residents about being considerate in their parking behaviour. As a result, pavement parking around the school has decreased. This level of engagement / educational approach is essential until full adoption takes place, when full traffic enforcement will come into play.

Volume of traffic going through Sherford continues to be a cause for concern; the Police are now receiving traffic data from the Consortium direct. Traffic backing up on to the A38 is an ongoing issue and is being monitored.

26.6 Footpath updates including PROW.

The meeting to discuss PROWs was cancelled; Ros Davies, DCC PROW Officer will look to reschedule this meeting. Clerk is liaising with PROW Officer to try to establish a date for a meeting.

26.7 Defibrillators

To include

- **Update on an additional defibrillator**

The issue of funding for the payment of the three units will be raised by Judy Talbot at the Sherford Liaison Meeting on 13th July 2026.

26.8 Publicity / events

- The very successful Oasis Community lunches continue on alternate Thursdays.
- The second Farmers Market held on 10th May was the least successful, with just over 100 in attendance. The regularity and location of the events are being reviewed.
- Ocean themed market planned for 14th June Plymouth Sound National Marine Park (PSNMP). Plymouth Aquarium will be delivering some fun activities. Scrap Store will be delivering activities around marine crafts; SCLT is looking to provide a sea themed bouncy castle.
- Sherford Heritage Event - 3rd June, booking open now.
- Open gardens 7th June 2026 2.30 to 5pm - nature trail, bug hotel, community Church
- FOSCP need volunteers to help sell plants and brochures 2.30pm - 5pm

27. Local Issues relating to Brixton

27.1 Climate Change / Bio-diversity update

To include:

- **Update regarding sign for saving hedgehogs.**

Clerk has been liaising with parishioner, who will be obtaining a price for suitable signs. Parishioner leading on this project will continue to find a supplier to produce the signs. There is no further update

- **South Devon National Landscape (SDNL) – update accessible picnic benches.**

The SDNL team has funds available via Defra Access for All Fund to help make the area more accessible and is offering accessible (wheelchair friendly) picnic benches for up to 10 parishes in the protected landscape. BPC was successful in its application and has obtained permission from Live West, Estate Delivery Team Manager for the bench to be located near the 'owl seat' on the corner of Steer Point Road and Elliots Hill. BPC will maintain this bench.

Cllr Hawken is liaising with Steven Cane regarding placing the bench in this location.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

- **St Mary's Church – Eco Church Project**

Cllr Hitchins clarified changes to the SHDC cutting regime this year with some areas on the left-hand side of the footpath through the churchyard not being cut. Cllrs were encouraged to raise any concerns if they feel that this section requires cutting.

BPC has been approached by Rev Atkins regarding 'Eco Church Project'. Eco Church helps as many churches as possible celebrate what they're doing to care for the environment and decide what to tackle next. There are Bronze, Silver or Gold Eco Church awards
BPC agreed to support St Mary's application to this project

27.2 Highways

To include Highways Projects

- **Update on Red Lion Hill / Stamps Hill traffic calming**

Richard Jackson, Principal Highways Development Management Officer has confirmed that DCC Highway Authority is currently exploring alternative funding/delivery options to ensure scheme costs come within the available budget. There is no further update.

- **Update regarding drainage in Monkey Lane**

Drainage at Monkey Lane, where it joins Catson Green, is prone to flooding. Nick Colton, DCC Highways Officer has provided a map with the location of the gullies / drains. Cllrs Hitchins and Clegg will meet with contractor for a quotation for maintenance work.

- **Update regarding exiting Monkey Lane into Sherford for pedestrians.**

A path providing access from Monkey Lane for pedestrians to Sherford Country Park is being constructed. It runs alongside the hedge into the Country Park and will join the existing PROW.

Alex Whish confirmed that the gates are still in place but not locked so accessible. Alex Whish is liaising with the Sherford Consortium regarding this issue

The Country Park has a single 'bridleway' style route which has recently been opened informally to the public and is open to horse riders. Alex Whish has been in correspondence with British Horse Society regarding current plans and about possible options for the remainder of the park. Initial feedback has been received regarding the condition of the 'bridleway', Alex is working with the Consortium on some remedial works to improve the surface.

Following BPC's unsuccessful application to YCE for funding Cllr Gillard proposed that BPC apply to SHDC for s106 monies for £2,080.00 for 4 bespoke decorative finger posts to direct parishioners from Brixton village to and from Sherford via Monkey Lane. Seconded Cllr Hawken. All others in attendance were unanimous.

To include Highways / Traffic updates

Update regarding training course for volunteers / councillors – Highway Safety Awareness

Clerk has undertaken this training along with Cllrs Carson, Clegg, Gillard, Hawken, Hitchins, MacLennan, Nix and Wills. Clerk is keeping a record of the training undertaken by volunteers and councillors on their training records. Clerk is awaiting confirmation from Cllr Martin.

A letter has been written which Cllr Hitchins will be handing to volunteers along with a personal copy of the module to read and sign to confirm understanding.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

27.3 Update on request for reduction in speed limits in and around Brixton

BPC wrote to YPC last year asking for its support in reducing the speed limit to 40mph on the A379 between Brixton and Yealmpton. At its February meeting YPC voted against the reduction of the speed limit between Brixton and Yealmpton, the Clerk reported that it was split evenly and the Chairman used his casting vote to vote against the motion. Following emails this week from parishioners to BPC, YPC and a reply from County Cllr Thomas this issue was discussed again. Having considered Cllr Thomas's email, Cllr Hawken proposed that BPC supports the proposal for BPC and YPC to work together to reduce the speed limit to 40mph along the stretch of the A379 between Brixton and Yealmpton and that BPC would contribute half of the proposed costs, seconded Cllr Martin. All others in attendance were unanimous.

27.4 The Green

- Update on The Green parking

Following the public consultation, feedback, and discussions at the October 2025 BPC meeting Nick Colton, DCC Highways Officer, produced a revised indicative plan with purely 'no parking restrictions (double yellow lines) marked around The Green, as well as along part of A379. This proposal has been put forward for DCC to consider which will be subject to public consultation.

At the recent Traffic Management Working Group meeting Nick Colton, confirmed that schemes are being completed in tranches and this may be part of 'tranche 3' (towards the end of this financial year). There is no further update.

- Update on working with Brixton Feoffee Trust re possible parking project.

Cllr Stuart Nix met with two trustees from the Brixton Feoffee Trust on 21st March. Following this meeting the preliminary assessment undertaken in 2024 by the Feoffee Trust has been obtained and circulated to councillors.

It was agreed that a working group would need to be established to take the project forward, this would comprise of 2 or 3 BPC councillors and 2 or 3 trustees. Cllr Hitchins will represent BPC on the working group along with Cllr Stuart Nix.

Clerk will inform Clerk to Feoffee Trust regarding members of the working group

27.5 Land at Cofflete Creek update

- Update on interpretation board (Cllr Gillard)

Community Together Funding – the figure allocated for the original project – Land at former Cofflete Mill – a future community amenity space was £4820.02. Spend so far £2340.18 (net).

The remaining figure is £2,479.84 which has been earmarked for the second interpretation board which Nicky Bailey, South Devon National Landscapes, is continuing to work on.

Following a query as to whether the mill was tidal, Nicky Bailey has incorporated appropriate wording into the draft copy. Cllr Gillard proposed that BPC approve the updated wording and pictures in the draft copy, seconded Cllr Hawken. All others in attendance were unanimous.

- S106 contribution towards improvements to Cofflete Amenity Space – discuss and sign appropriate forms.

Following the approval at the March BPC meeting of the bespoke quotation, an application form was submitted to SHDC for the s106 funds for the total amount of the quotation. SHDC has subsequently approved the funding of £5,330.00 from s106 funding. Clerk confirmed that the signed paperwork has been submitted to SHDC and contractor informed,

- Update on site in general

Cllr Hitchins stated that she has concerns about some weeds growing in one section of the site, Alex Whish will investigate.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

27.6 Brixton Community Emergency Plan (CEP)

There is no update.

27.7 Composters update (Cllr Clegg)

The green waste is filling up again
Waiting for payment for the last shred.

27.8 Cost of Living Crisis update.

The Cost-of-Living group continues to meet. The warm hub continues on Thursday afternoons and Monday lunch times in The Foxhound

- **Update on Cost-of-Living Grants**

The current Cost of Living balance is £718.87

27.9 Footpaths / P3 update

- **Update with regard the broken seat on Footpath 4, near Mill Lane**

This has been completed

- **Update on FP 30 / 31**

- **Update on handrail on FP from Spriddlestone to Torr**

DCC PROW Officer has asked for a contribution from P3 funds of £500 to complete the work on the steps on FP30/31 and the handrail on the footpath from Spriddlestone to Torr.
Cllr Wills proposed that BPC contribute £500 from P3 funds to complete the works arranged by DCC PROW Officer on FP30/31 and the handrail on the footpath from Spriddlestone to Torr. Seconded Cllr Clegg. All others in attendance were unanimous.

27.10 Silverbridge Way**General maintenance**

Cllr Clegg confirmed that Silverbridge Way was in good condition.

- **Update on the extension**

Cllr Hawken and a member of the Silverbridge Way Working Group walked the proposed footpath route with SHDC Planning Officer who advised that an Environmental Impact Assessment would be required. The report from the Planning Officer had been received and it stated that 'a sensitively designed proposal which accommodates the advice is capable of officer support'.

Following a meeting of the working group on 11th May, discussions regarding appropriate reports and approximate costings were discussed.

YPC did not discuss this at its May meeting as it was not on the agenda.

Cllr Martin proposed that BPC and YPC have the appropriate reports completed, as recommended by the Planning Officer and, as per BPC Standing Orders, obtain 3 quotations for all required reports. BPC supports the working group in investigating an alternative option, as suggested by Gemma Bristow, SHDC. In principle, BPC is prepared to fund 50% of the estimated costs of the reports required, in support of the planning application. To progress this application BPC agreed that it would be helpful for YPC discuss this matter at its next Parish Council meeting to seek approval of the estimated costings in principle. Seconded Cllr Gillard. Cllr Hawken abstained. All others in attendance were unanimous. Clerk to contact clerk to YPC.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

- **Update on the tree trunk along the path**

Cllr Clegg has spoken with the landowner, who is in full agreement with the installation of a tree trunk rather than a bench BPC with a local landowner is looking for a tree trunk to be placed in this location. At the January meeting Cllr Hawken offered to shape the trunk and Cllr Martin offered to reinstate the 'bug magnet' when the trunk is in situ. Steven Cane will be looking for an appropriate log. Cllr Clegg has confirmed that this is still being actively sought.

27.11 Defibrillators

- **Defibrillator status**

Cllr Clegg confirmed that all the defibrillators in Brixton are in good working order.

- **Update on the maintenance of the phone boxes housing the defibrillators**

Work to prep and paint the inside and outside of both telephone boxes (on the Green and at Fordbrook) and replace some steel parts for the windows is being undertaken.

- **Annual CPR and Defibrillation session 2026 provided by SW Ambulance Service**

Community Engagement and Training Officer for SW Ambulance Service has offered to undertake the annual defibrillator awareness session. There will be two sessions – one in Brixton and one in Sherford.

- Brixton - Wednesday 10th June in Brixton Community Room from 7-9pm
- Sherford – TBC but possibly September

Cllr Maclennan will look for a Sherford date

28.12 Street Furniture

- **Update on the refurbishment of the bench on A379**

Contractor received a new quotation to replace the wooden slats on the 2 concrete benches with hardwood Iroko (30x70 Timbers), frame fix screws & installation at a cost of £888.14 + VAT (labour £200 and materials £688.14) which was approved at the BPC April meeting.

Contractor has confirmed that this wood has been ordered.

- **Update on memorial bench on A379**

Cllr Hitchins is liaising with a parishioner and family regarding a memorial bench and confirmed BPC will find a site for the bench and the family will be responsible for everything else. Cllr Hitchins met with Nick Colton, DCC Highways Officer to find a suitable site between Lodge Lane and Brixton Lodge Gardens.

- **Update from monthly street sweeping**

Thanks were expressed to the 10 volunteers who undertook the street sweeping on 2nd May

- **Update on 'Proceeds of Crime Act' Fund**

A community group within the D&C Police area had applied for funding from the Proceeds of Crime Act (POCA) fund which redistributes cash or assets seized from criminals and gives it to good causes. A recent press release stated 'POCA funding is a great source of these initiatives, and we welcome similar applications from other community groups who can make a difference locally.'

Cllr Hitchins will compile a list prior to Clerk approaching D&C Police.

27.13 Wildflower area at the top of Chittleburn Hill

The sleepers have been removed, and Steven Cane has offered to clear the area of debris and the flower bed. This will be completed soon.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

27.14 Life on the Kitley Estate – exhibition Spring 2027

The Yealmpton Archive Group is planning an exhibition in Spring 2027 about life on the Kitley Estate from 1880 to 1945. Ideas for the exhibition include the Bastard family tree, life in Kitley House, Kitley Gardens, Kitley Quay and Cottage, and the Fish House. It will also cover John Simmons, the Yealmpton Railway, and the Rifle Club's connection with the local community and include the electoral registers from 1921 and 1939. The exhibition will welcome contributions from anyone who has worked on the estate and has any relevant information.

There is no further information at this stage. This will be removed from the agenda until nearer the time.

27.15 Net Zero Vision artwork

Clerk has received an email from Matt Chown (the ex-District Councillor) regarding the Net Zero Vision artwork, this has now been completed and ready to be displayed in the parish. They are in A1 or A2 size (rolled). This will be removed from the agenda until an update.

28. Local issues relating to Carrollsland

There were no updates from Carrollsland.

29. BPC Administration**29.1 Re-appoint representatives to outside bodies and re-appoint members to committees / responsibilities**

Item	Role	People (lead underlined)
Administration and Organisation	Parish Clerk's employment / appraisal Councillors' duties Press liaison	<u>Clrs Hitchins & Wills</u>
Finance	Responsible Finance Officer Finance policy External Audit Internal audit Independent BPC quarterly check	Parish Clerk <u>Clerk & Clr Wills</u> PKF Littlejohn Peter Vassallo Clr Nix
Communications	BrixtonDevon website Parish Council Website LOVEBrixton Facebook page Brixton Village Facebook page Sherford Improving Communication with Sherford Consortium Working Group	Kirstie Aldridge Clerk Ian Calvert on behalf of BPC Greg Webb on behalf of BPC Anna Murray Sherford Consortium and Judy Talbot Sherford Community Land Trust on behalf of BPC Clrs Hitchins, MacLennan & Clerk

Date

Signed

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> (CLlr Clegg) All Cllrs
Environment	Repairs and maintenance Grass cutting verges Silverbridge Way upkeep / maintenance Monkey Lane upkeep / maintenance The Green Tree Warden Brixton Parish Environment Working Group River Yealm Water Quality Group Sustainable South Hams	Clerk & Cllrs Clerk & Cllrs CLlr Clegg CLlr Clegg CLlr Wills & Edd Arran on behalf of BPC CLlr Hawken Cllrs Hitchins, Nix, Carson, MacLennan and Clerk Cllrs Hitchins, Carson and Clerk CLlr Hitchins
Public Rights of Way /P3	P3 Co-ordination	CLlr Hawken
Traffic	Community Road Warden Community Speed Watch – Brixton Community Speed Watch - Sherford Traffic Management Working Group Police Liaison traffic management Sherford Working Group	Roger Smith Roger Smith CLlr MacLennan Cllrs Hitchins, Wills, MacLennan & Clerk Cllrs Hitchins, MacLennan and Clerk with D&C Police and Sherford Consortium
Parish Plans / Projects Brixton Neighbourhood Plan Sherford Community Emergency Plan Brixton Community Emergency Plan Sport & Recreation Plan Brixstix Play Space Land at Cofflette Silverbridge Way extension Parking on land in Old Road	Implementation Co-ordinator Co-ordinator Implementation Inspection/monitoring Cofflete Amenity Space Project Implementation – Working Group with YPC Implementation – Working Group with The Feoffee Trust	CLlr Hitchins with Clerk (admin support) CLlr Prem MacLennan TBC CLlr Hitchins CLlr Gillard CLlr Hitchins with Alex Wish Cllrs Hitchins, Clegg and Hawken Cllrs Hitchins and Nix

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

Other BPC representatives	Brixton Community Association	CLlr Hitchins
	Brixton Composters	CLlr Clegg
	Brixton Feoffee Trust	CLlr Hitchins
	Carrollisland Community Liaison	CLlr Nix
	Dementia Friendly Parishes around The Yealm	CLlr Hitchins
	Defibrillator Guardian	CLlr Clegg
	Ivybridge & District Association of Local Councils (IDALC)	CLlrs Wills & Hitchins
	Police Advocate Representative	CLlr Martin
	Sherford Community Land Trust (alternative Director)	CLlr MacLennan
	Sherford Community Liaison	CLlrs Hitchins and MacLennan
	Sherford Community Panel Including the following: - The Communications Working Group - The Shops and Events Working Group - The Environment and Heritage Working Group - Oral Histories of Sherford	CLlr MacLennan
	Sherford Community Church	CLlr MacLennan
	Sherford Green Infrastructure Naming Programme	CLlr MacLennan
	Sherford Over 50s Group	CLlr MacLennan
	South Devon National Landscape Liaison Councillor	CLlr Hitchins
	Yealm Estuary to Moor Project	CLlr Carson
Other representatives on behalf of BPC	BPC Snow Warden	Roger Smith
	Hele Foundation	Roger Wakeham on behalf of BPC
	River Yealm Harbour Authority	Martyn Oates on behalf of BPC
	Sherford Community Land Trust Director	Steven Williams
	Westcountry Rivers Trust Citizen Science Investigation	Alex Whish on behalf of BPC

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

Cllr Hawken proposed that BPC adopt the roles and responsibilities en bloc as above, seconded Cllr Wills. All others in attendance were unanimous.

29.2 Sherford Community Land Trust – discuss and appoint BPC Councillor to be an ‘alternative director’

Cllr Hitchins proposed that Cllr MacLennan is appointed as the ‘alternative director’ on Sherford Community Land Trust, seconded Cllr Gillard. All others in attendance were unanimous

29.3 Policies to update: Terms of Reference Planning Sub Committee, Policy & Procedure for Management of Planning Applications and Terms of Reference Traffic Management Working Group

Cllr Gillard proposed that BPC adopt the update Terms of Reference Planning Sub Committee, Policy & Procedure for Management of Planning Applications and Terms of Reference Traffic Management Working Group, seconded Cllr Wills. All others in attendance were unanimous

29.4 HR Policy to implement: Bereavement Policy

Cllr MacLennan proposed that BPC adopt the new Bereavement Policy, seconded Cllr Nix. All others in attendance were unanimous.

29.5 HR Policies to update: Paternity Leave & Pay Policy, Sickness Absence Policy and Whistleblowing Policy

Cllr Nix proposed that BPC adopt the updated Paternity Leave & Pay Policy, Sickness Absence Policy and Whistleblowing Policy, seconded Cllr Gillard. All others in attendance were unanimous

29.6 Councillor and Clerk training

- Update regarding completion of Cyber awareness training

Clerk and all BPC councillors have been registered to undertake DALC Cyber Awareness training modules. All councillors have 12 months to complete all the modules. Date of enrollment 2nd April 2025. Clerk has received an update from DALC and the records show that Clerk and Cllrs Gillard, Hawken, Hitchins, MacLennan, Martin, Nix, Wills and Clegg have completed all three modules. Cllr Carson re-enrolled at his own expense.

- Update regarding Code of Conduct training (Standards in Public Life)

Clerk and all BPC councillors have been registered to undertake DALC Standards in Public Life training module. All councillors have 12 months to complete all the modules. Date of enrollment 6th October 2025. Clerk and Cllrs Clegg, Gillard, Hitchins, Hawken, Martin, MacLennan, Nix and Wills have completed the training module. Cllr Carson has yet to complete the training.

- Discuss GDPR training for Clerk and Councillors

Due to the importance of GDPR Clerk has obtained details of available training courses. Cllr MacLennan proposed that Clerk registers Clerk and all councillors to complete the DALC Data protection essentials (GDPR) 45 mins eLearning course at a cost of £14 + VAT. Seconded Cllr Nix. All others in attendance were unanimous.

Date

Signed
Mrs E Hitchins – Chair Brixton Parish Council

29.7 Update regarding a volunteer to represent BPC on the Yealm Harbour Authority

BPC is looking for a volunteer to represent BPC on Yealm Harbour Authority. There are ten regular meetings a year (every third Tuesday of month at 6pm, in the Harbour Office, there are no meetings in August and December) by zoom or in person. In addition, there will be a few subcommittee meetings, mainly budget/ staff appraisals in autumn. The Authority needs a wide base of member knowledge ranging from finances, accounts, legal, health and safety, environmental to more practical aspects of operating small businesses and obviously familiarity with marine matters. Many Harbour Authority members have moorings on the river, but this is not a qualification for being on the Harbour Authority. Someone who simply enjoys paddling or swimming could equally well represent Brixton on the Harbour Authority.

BPC received an email from an interested party who has been in contact with the existing volunteer and Clerk will now follow this up.

29.8 Discussion regarding the BPC monthly newsletter

The monthly newsletter is available on the BPC website.

There is an issue with the BPC website domains on Mailchimp, this is affecting the delivery of the electronic newsletter to certain email addresses. Clerk is liaising with the website provider to ensure delivery can be for all email addresses.

Cllr Nix will investigate an alternative way to distribute the newsletter

29.9 D&C Police – Councillor Advocate Scheme

Cllr Martin is BPC representative on the Police Advocate scheme. Clerk to ensure that Cllr Martin receives the invites for the quarterly meetings.

D & C Police Multimedia Communications Officer confirmed that Cllr Martin is not on the list for these meetings, Clerk has asked Cllr Martin to ensure that he is added to the communications list.

29.10 Update regarding BPC website MOT

Clerk received a telephone call yesterday to ask a couple of questions and Vision ICT confirmed that the MOT will be completed this week. Vision ICT will rearrange some sections of the website.

30. Councillor Reports

There were no councilors reports

31 Other updates / issues / consultations for discussion

31.1 Highways Assembly – Wednesday 6th May 2026

DCC are holding a Highways Assembly on Wednesday 6th May.

Clerk is waiting for feedback from DCC on this event

31.2 DCC Locality Budget 2026 2027

BPC note that there are funds available.

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council

32. Correspondence for information

32.1. Cascade 'Temporary Traffic Regulation Order*s (TTO) for Road Closures relating to DCC works:

- A379 Elburton Road (near Brixton Road Station Bridge) – Monday 21st July 2025 – Friday 10th July 2026
- Road past Vealeholme (for Deep Lane Cycle Bridge Scheme) – Wed 22nd April 2026 – Thurs 21st Oct 2027
- Deep Lane to Hareston Cross – Monday 1st June – Friday 5th June 2026
- Road past Wiverton House – Friday 5th June – Friday 9th June 2026

32.2. All weekly bulletins from DCC and SHDC are placed immediately on the websites and Facebook pages

32.3. South Hams District Council – News Releases

- Celebrating our work with local communities at Annual Council

Cllr Hitchins closed the meeting at 9.38 pm

Next meeting: Wednesday 24th June in Brixton Community Room

Kirstie Aldridge, Clerk, Brixton Parish Council

DRAFT

Date

Signed

Mrs E Hitchins – Chair Brixton Parish Council