

# DRAFT

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL (COMMITTEE ROOM)** on **TUESDAY** the **1st AUGUST 2017** at **7.30pm**

**Present:** Cllrs R Cheadle (RC), M Fowler (MF), S Challiss (SC), L Wood (LW), L Larkin (LL), V Bolitho (VB), D Butland (DB) & S Woollacott (SW).

**In Attendance:** Ms S Lorne  
Mrs K Johns (Parish Clerk)

- 183/17** **APOLOGIES FOR ABSENCE** were received from Cllrs Britton and Baird.
- 184/17** **TO RECEIVE DECLARATION OF INTERESTS**  
None
- 185/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 27<sup>th</sup> JUNE 2017**  
The Clerk apologised and said that they had been unable to produce the minutes due to holiday leave, but assured members that they would be available for the September Council meeting.
- 186/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 27<sup>th</sup> JULY** It was  
The Clerk apologised and said that they had been unable to produce the minutes due to holiday leave, but assured members that they would be available for the September Council meeting.
- 187/17** **TO DISCUSS THE CURRENT COUNCILLOR VACANCY AND TO CO-OPT A NEW COUNCILLOR**  
The candidate for the Councillor vacancy, Sue Lorne introduced herself. She gave a résumé of the skills she could bring to the role. They included experience of working in a management role in local government (waste management), creativity, ideas for making efficiency savings, use of IT and experience of chairing meetings. She also said that she is happy to be 'hands on' and likes to get involved with projects.  
  
DB queried whether the Clerk had received any other applications because he was aware that another individual had shown an interest in applying for the role. The Clerk stated that they had not received any other applications prior to the meeting.  
  
The candidate was asked to leave the room, whilst the issue was discussed.  
  
It was **AGREED** that it would only be fair to follow up with the other possible applicant and ask whether they had submitted an application, and in the event that they had, to ask whether they wished to pursue it. If they did, the issue would be considered at the September meeting, otherwise members would co-opt Sue Lorne.  
  
The candidate was invited back into the room and the course of action was explained to them. The chairperson (LW) thanked them for attending the meeting and said that the PC would let them know the outcome as soon as possible.
- 188/17** **TO DISCUSS PROGRESS WITH CRAPSTONE FIELD WORKING PARTY/ INVESTIGATIONS AND TO AGREE THE NEXT STEPS (CLLR WOOLLACOTT)**  
SW asked for an agreement in principle to do some work in the Autumn: 1. Plant a flower meadow and trees, 2. Put up bat and bird boxes. They went onto say that there will be some further recommendations from PEA (Plymouth Environmental Action), they will know more once the report from the organisation has been received. The amount of money for the actions will be very limited and SW asked for the PC to make an agreement in principle to fund the works for 5 years. SW also stated that where grant funding was available, that it would be applied for to save the PC's funds.  
  
SW went onto explain that several Crapstone residents think that a multi gym for children or something similar would be suitable for use on the field. They also said that the land is wet so a soft tarmac surface, so it will need a base to be dug out. As a result, they have asked a local builder for a quote on doing the base-work, (the soft tarmac can only be done by a specialist company). The measurements are 12 metres by 12 metres, with the play equipment on top. SW will be looking at Lottery funding for this project.

Members discussed the proposals and decided that before a decision could be made, that further information would be required such as a site plan, at least x2 quotes for the works and to have sight of the full report from PEA. It was **AGREED** to place the item on the Agenda for the next meeting, when it is hoped further information will be available to make a decision.

189/17

**TO DISCUSS AND APPROVE THE NEWLY DRAFTED CEMETERY FEES AND REGULATIONS**

The Clerk had circulated the list of the new fees and Regulations for the cemetery via email prior to the meeting. All members had read them and were happy with them. It was **AGREED** to adopt the attached fees and regulations (see (Appendix 1 & 2) for the Cemetery.

190/17

**FINANCE**

The Clerk circulated a finance report to Members which included the recent bank reconciliation - **NOTED**. Cllr Wood checked the latest bank transaction information and signed the bank reconciliation.

i) The following receipts were **NOTED** since the last meeting;

<u>Details</u>	<u>Amount</u>
D Carmichael - Field Rent July 2017	£100.00
Interment Fees B5-09	£250.00
Grazing Rights Fee - Parish Meadow 2017/18	£10.00
Memorial Deed - GoR 26	£250.00
Interment and Ex RoB fees E5-09	£450.00
Rotary Club Donation towards Victorian Water Trough Inscription	£250.00
Donation Towards Crapstone Field Project	£20.00
Donation from Harrowbeer History Interest Group for Victorian Water Trough inscription	£25.00
Donation from Yelverton History Club towards Victorian Water Trough inscription (makes £25.00)	£10.00
Sale of books by S Woollacott towards Crapstone Field Project	£16.50

ii) The following payments made since the last meeting were **AGREED**;

<u>Details</u>	<u>Ref.</u>	<u>Amount</u>
A Creber - 1st strim of footpaths and replacement fence posts in BM Play park - Inv. 130	102323	£800.00
Perfect Pastures Yelverton Grass Cutting July 2017 - Invoice: 2852	102324	£469.50
HMRC - Emp & Emp'ee NI & Tax payment - Mth 4	102325	£100.28
Peninsula Pensions - Mth 4 Emp & Emp'ee payment	102326	£262.78
Top Up to Clerk's salary - Mth 4 net (2.5 extra hours)	102327	£20.11
K Johns Mth 4 Clerk Admin - July phone bill not inc. in Mth 4 Admin)	102327	£55.53
K Johns - Salary Mth 4	102327	£851.86
N Power - standing charge	102328	£14.08
E Pascoe & Sons - Inscription to Victorian Water Trough	102329	£720.00
K Parriss Hosting fee from 17th July for 12 months for BM NP	102330	£30.00

191/17

**REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (INCLUDES UPDATES ON WD TAP FUND PROJECTS)**

SW updated members that they have emailed the 15 local parish clerks to ask whether they would be supported by their Council for our proposed TAP fund projects, which are £750.00 for a Lengthsman to undertake drainage and ditch clearance works and £520.00 for a fire safe for important documents. The clerk updated members that they had discussed with SW the potential to have all the important documents digitally scanned as an alternative to the purchase of the fire safe. Members **AGREED** that the clerk should investigate this option, to decide which would be most preferred before the October round of TAP fund applications. The clerk will report back to the next Council meeting.

SW and DB attended the most recent TAP fund and Southern links meeting on behalf of the PC. DB has been elected Vice-Chairman of the Southern Links Committee. MF congratulated DB on his appointment.

LW reported that the old post office and shop premises in Buckland Monachorum has now been given permission to change to residential use. This has a knock-on effect for where the proposed village shop will be located. The group conducting the feasibility study for the village shop has identified one possible site as being the church car park in but this will mean that an alternative site for the church car park will need to be found. LW requested that this item be placed on the Agenda for September's meeting.

RC, DB and MF met recently in Buckland Monachorum to investigate potential reasons for the increased level of flooding in the village over recent years. As a result, they have compiled a report which has been sent to the DCC Highways local representative, WDBC's Flood Engineer and to local interested parties. They will report back any responses received.

DB had attended an update day at DALC (Devon Association of Local Councils). He appraised members that there was a £700K fund currently available for Village Halls. He also said that HLS (Higher Level Stewardship) monies will be heavily reduced next year, currently the annual grant is £115K, but this will be reduced to £40K. This will have an obvious impact on the moorland.

MF has asked Reverend Graham Cotter about the possibility of any financial help from the Diocese to upgrade the paths to the St Andrew's churchyard. It was **AGREED** to await the installation of the new antennas in the church's steeple before pushing for further funding as the installation may include an upgrade to the paths.

192/17

#### **NEIGHBOURHOOD PLAN (NP)**

RC explained that the Strategic Environmental Assessment and HEA reports are almost complete. Once they have been received he will convene a meeting of the Neighbourhood Plan Committee to report their findings and then hopefully the Committee will then be able to recommend that West Devon Borough Council hold a referendum to adopt it.

193/17

#### **BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)**

Photographs and details of the new inscription on the Victorian water trough, (to commemorate the Queen's Diamond Jubilee) and of the Milton Combe bus shelter have been sent by RC for publication in the new edition of Moorlinks magazine.

The bus shelter has been re-painted and given a bench seat by local volunteers. The Parish Council wishes to thank all the volunteers involved with the work and to LL who oversaw them on behalf of the Parish Council.

194/17

#### **TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD**

RC notified members that the proposal to legally merge both West Devon Borough Council and South Hams District Council will depend upon the Councils' ability to harmonise Council Tax. Both Councils will also have to hold a public consultation and apply to central government to change the boundary.

RC also mentioned that the Community Project fund administered by West Devon Borough Council still had monies available and that the scope of the scheme may be widened to cover other projects.

195/17

#### **CAR PARKING MATTERS UPDATE**

No update currently.

196/17

#### **TO DISCUSS CLERK'S REQUEST TO ATTEND SLCC'S UPDATE DAY**

KJ asked to attend the upcoming SLCC (Society of Local Council Clerks), training day to be held at Saltash. Members **AGREED** to their attendance and the cost which will be £50.00.

197/17

#### **HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

It was reported that overgrown bracken on the verges of the road between Crapstone and Yelverton has become a problem SH, they queried whose responsibility it is to cut the verges. The response was that the PC does not undertake the cutting of the verges and therefore the issue should be reported to Devon

County Council Highways.

199/17

**UPDATE FROM THE PARISH COUNCIL'S WEBSITE IMPROVEMENT WORKING PARTY (CLLR FOWLER)**

MF has contacted Cllr Philip Sanders to find out whether there is any funding for upgrading of the website and to find out which links should be placed on it.

200/17

**REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**

SW reported that the first cut of the footpaths has been completed.

201/17

**GENERAL PURPOSES:**

**i) Cemetery:**

- a) Interments and memorial work: The clerk reported that there has been one interment in the cemetery since the last meeting.
- b) The clerk has received a written complaint from a member of the public about the poor state of the grass and vegetation in the cemetery. Members discussed the issue and it was generally agreed that they are not happy with the state of the cemetery. The contractor is to be contacted and notified of the complaint and LL & MF will arrange to spend some time with them to see what the problems are and if they can be overcome. They will report back at the next meeting.
- c) MF & LL reported that they have been dealing with the ants' nests which are causing problems in the cemetery. To date they have treated approximately 20 of them, but there are at least another 100, which will require treatment. They requested an additional £50.00 for treatment with cedar mulch which was **AGREED** by members.

**iii) Cemetery Extension:**

- a) Members **AGREED** to go ahead for the installation of row markers for the adult section of the cemetery extension. They will revisit the siting of the children's section following a recent suggestion, that it could be located at the end of the current cemetery at a later date.

**iv) Play Park & Inspections:**

- a) All inspections have been carried out to date with no major problems. The issue of the rotting wood on the adventure trail in BM play park was discussed and MF and LL will look at it to decide what is the best course of action. KJ reported that the rotten posts to the play park segregation fence had been replaced, as well as two additional posts which had also found to be rotten. It was **AGREED** to approve the additional £100.00 expenditure for the 2 extra posts.

**v) Bus Shelters:**

- i) Update on Crapstone bus shelter: Nothing to report currently
- ii) Update on Milton Combe bus shelter: LL reported that the works to the Milton Combe bus shelter have been completed. It has been repainted, a bench seat installed and the area around it cleared and some planters placed in it. All the works have been done by local volunteers in the village. The Parish Councillors expressed their thanks to the volunteers and commented on how great it now looked.
- iii) To discuss progress on British Beds proposal for the Yelverton Business Park Bus Shelter: MF reported that the tractor design submitted by a pupil from St Andrew's School had been voted as the most popular design. RC will check with DNPA whether any specific permissions will be required for the painting, if not, MF will liaise with British Beds to ensure the works are completed.

202/17

**CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

*All general correspondence this month was via email and have been forwarded to all Cllrs prior to the meeting.*

Yelvercare are holding an open day on 9<sup>th</sup> September. SW suggested that the PC should have a stall at the event to promote the works that they do in the community. It was **AGREED** that the PC will man a stall at the event and that 2/3 members attend the stall throughout the day.

203/17

**ITEMS FOR THE NEXT AGENDA**

Car Parking in Buckland Monachorum (LW)

Flooding (MF)

204/17

**FUTURE MEETING DATES**

- Weds 9<sup>th</sup> Aug:** Planning Committee meeting at Milton Combe Village Hall at 7.30pm.
- Tues 22<sup>nd</sup> Aug:** Planning Committee at Buckland Monachorum Village Hall (Committee Room) at 7.30pm
- Weds 13<sup>th</sup> Sept:** Planning Committee at Buckland Monachorum Village Hall (Committee Room) at 7.30pm
- Tues 26<sup>th</sup> Sept:** Planning Committee at Clearbrook Village Hall at 7.00pm followed by Full Council at 7.30pm

The meeting closed at 9.48pm