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Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **CLEARBROOK VILLAGE HALL** on **TUESDAY** the **21ST FEBRUARY 2017** at **7.30pm**

Present: Cllrs M Fowler (MF) (Chairman), L Wood (LW) (Vice-Chairman), G Baird (GB), S Challiss (SC), S Hustler (SH), L Larkin (LL) and S Woollacott (SW).

In Attendance: Debbie Holloway (Rentplus)
Alex Rehaag (West Devon Borough Council)
Mrs K Johns (Parish Clerk)

Cllr Fowler welcomed both Debbie Holloway (DH) and Alex Rehaag (AR) who attended the public part of the meeting to give Councillors information on a new scheme called Rentplus.

The scheme has been designed to help people who are not considered to be high need for social housing, but struggle to get a deposit together to purchase their first home. The scheme works by gifting a 10% deposit towards an approved property after the tenant has occupied their property for either 5, 10, 15 or 20 year periods at a below market rent. Rentplus is already up and running in Plymouth. DH said that it was Rentplus's hope to work in the Yelverton area in the near future and would keep the PC informed if the scheme came to fruition. Cllr Fowler thanked DH & AR for their attendance.

Rentplus contact details are:

Tel: 01752 388940, website: www.rentplus-uk.com

039/17 **APOLOGIES FOR ABSENCE** Cllrs S Britton, D Butland, V Bolitho and R Cheadle

040/17 **TO RECEIVE DECLARATION OF INTERESTS** None.

041/17 **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24TH JANUARY 2017**
It was **AGREED** to approve the minutes of the meeting held on 24th January 2017 without amendment.

042/17 **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING SUB COMMITTEE MEETINGS HELD ON 24TH JANUARY AND 8TH FEBRUARY 2017**
It was **AGREED** to approve the minutes of the meeting held on 24th January and 8th February 2017 without amendment.

043/17 **FINANCE**

The Clerk circulated a finance report to Members which included the recent bank reconciliation dated 21st February 2017 - **NOTED**. Cllr Fowler had checked the details and signed the bank reconciliation.

1. **Receipts (£) since the last meeting:** **Noted**

2807 A/c	01/05/16	CASH	25.00	Yelverton History Club Donation – Victorian Trough
2815 A/c	06/02/17	CASH	100.00	Crapstone field rent - Feb 2017
	17/02/17	CR	1305.00	TAP Fund reimbursement – Yelverton Defibrillator

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2. **Payments made since the last meeting:** It was **AGREED** to make the following payments:

<u>Payee</u>	<u>Payee Ref</u>	<u>Gross £</u>	<u>Net £</u>	<u>VAT £</u>	<u>Council Ref</u>	<u>Reason</u>
Certitude	15504	12.00	12.00		102260	Yelverton Bus Shelter Cleaning
K Johns	-	113.39	113.39		102261	Reimburse for Cemetery Saplings
M Fowler	-	57.90	57.90		102262	Paint – Golf Links Bus Shelter
J Rendle	JSR17/226	780.00	780.00		102263	BM Grounds Maint. Jan'17
K Johns	21/02/17	891.08	891.08		102264	Net Salary- Mth 11
K Johns	21/02/17	131.45	131.45		102264	Council Admin - Mth 11
Peninsula Pensions	21/02/17	18.60	18.60		102265	Emp. & Employee Pension Contributions February 2017
K Parriss	21/02/17	172.50	172.50		102266	Web Site Maintenance
Perfect Pastures	21/02/17	391.25	391.25		102267	Yelverton Grass Cutting Jan
BMVH	21/02/17	20.00	20.00	78.25	102268	Hall Hire 12 & 13 th Dec '16
HMRC	21/02/17	94.89	94.89		102269	Emp. & Employee Jan' 17
DCC	21/02/17	5.00	5.00		102270	DCC Annual Fee Grazing Rights

044/17 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (INCLUDES UPDATES ON WD TAP FUND PROJECTS)**

- a) It was **AGREED** that the Parish Council would submit two TAP fund grant applications for the installation of two defibrillators, to be located at Milton Combe and Clearbrook Village Halls. The Clerk will submit the applications by the deadline of 2nd March 2017.

045/17 **BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA AND PRESS ARTICLES)**

SW is keen to restart the consultation process with residents on Crapstone field. It was **AGREED** that the Clerk would place an advertisement on the news page of the Parish website asking for ideas to be put forward by Parishioners for the use of the field.

The use of Facebook chats and whether their use to communicate with Parishioners is appropriate was discussed. Overall it was felt that it was an important channel of communication, as long as responders did not commit the PC to any action etc. without prior approval of the PC. It was **AGREED** that the Clerk look at the current Press Communication Policy to see if it could be updated to cover the use of Facebook.

046/17 **CAR PARKING MATTERS**

i) Yelverton Forecourt:

Due to the additional pressure on parking in Yelverton since the extension of the no waiting zones across the Village, the ongoing issue about some businesses using parking bays for longer than the 2-hour parking period was discussed. RC has been investigating ownership of the forecourt and whether businesses have been given parking bays as part of their lease agreements. Once they have completed their investigation, the outcome will be reported to Council and any further action required will be agreed by Full Council.

ii) St Paul's Car Park:

The Clerk reported that the PC is still waiting for the quote for resurfacing the car park.

047/17 **TO DISCUSS CLERK'S WORKING HOURS AND EQUIPMENT REQUIRED:**

- i) **Working hours:** The Clerk has raised the issue that they are still struggling to complete their work within the allotted hours (17.5 p.w.). They made a number of suggestions for reducing their workload. As a result, it was **AGREED** to set up a working group to look at ways of reducing the

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workload. LL, SC, SH and SW volunteered to sit on the group, the first meeting will be held on 28th February at 11.00am. Clerk will email current Job Description and breakdown of hours to the working party.

- ii) **Equipment:** The Parish Council submitted a TAP fund application for grant funding a fire safe and laptop for use by the Parish Clerk. The application was unsuccessful. The Clerk is currently using their own computer and printer for Parish Council work. It was **AGREED** to fund £650.00 to purchase a laptop, monitor, keyboard and printer for the Clerk's use from the upcoming 2017/18 budget.

048/17 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

LL reported that some potholes across the Parish are getting steadily worse. GB will email LL the link to report the potholes to Devon County Council.

The Clerk reported that they had received a complaint from a local business about speeding vehicles outside of Yelverton Business Park and several near misses. They also reported that the 30 mph sign by the Business Park is covered by branches. It was **AGREED** that SW would take action to ensure that the sign was clearly visible.

SW has now completed their electronic file on all the work that the Lengthsman has completed, clearing drains and ditches to reduce the risk of roads flooding across the Parish. This will be sent to Devon County Council and a link placed upon the Parish Council website.

049/17 PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS (CLLR WOOLLACOTT)

SW reported the following matters;

- a) SW has inspected the Parish Minutes held in the Devon Archive for evidence of whether BMPC is responsible for a stretch of footpath and associated fencing through Mabor Wood, Clearbrook. There is no mention of the footpath, nor the installation of the fence in the minutes. It was **AGREED** that the Clerk would respond to the resident querying ownership of the footpath that there is no evidence that the responsibility for the footpath/ fence lies with the Parish Council.
- b) The P3 survey information and maintenance grant application has been submitted to Devon County Council.

050/17 UPDATE ON VICTORIAN WATER TROUGH GRANT APPLICATION

SW requested that when the grant monies come through that the proposed new inscription for the Victorian water trough is changed from the Diamond Jubilee dates to the Queen's Sapphire Jubilee which will be celebrated this year. It was **AGREED** to replace the dates to celebrate the Sapphire Jubilee.

051/17 GENERAL PURPOSES:

- a) **Cemetery**
 - i) **Interments and Memorial Work:** 3 transfers for ownership of grave spaces have been submitted. The Clerk also reported that they have a few people wanting to pre-purchase grave spaces in the Cemetery Extension. The point was discussed, but it was felt that nothing could be done until the plan of the cemetery layout was approved at the next meeting of the Council. In the mean-time the Clerk will maintain a list of those wishing to pre-purchase plots and contact them once the layout has been agreed.
 - i) **To discuss and arrange working party for topple testing of memorials:** It was **AGREED** that this item would be placed upon the Agenda for the next General Purposes meeting.
 - ii) **To discuss outcome of General Purposes Committee Site Meeting on 12th February 2017:** A number of points were raised at the site meeting, including the fallen leaves on the drive/ verges and the moss on the drive. It was **AGREED** that LL would try to enlist the assistance of local persons to remove the moss and report back at the next Committee.

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The leaves have already been removed by the Parish Council's contractor.

- iii) **Play Park Inspections:** SH has completed the most recent play kit inspections. They reported that the wall between the Buckland Monachorum Playpark and the cemetery is deteriorating. SW suggested that the PC contact the Rural Skills Network of Volunteers to see if they could repair the wall for a nominal fee.
The sign warning that no dogs are allowed in the field is missing from the Crapstone playpark/ field and the Cemetery extension also requires a 'No Dogs' sign. It was **AGREED** for the Clerk to purchase new signs.
- iv) **Bus Shelters:** SW is currently in talks with the land owner of the Crapstone Bus Shelter regarding the required repairs. They will report back once they have a response.

A local business has approached the PC with a suggestion that they will provide paint for local school children to decorate the Yelverton Business Park bus shelter, following a competition between local schools to choose a winning design. It was **AGREED** that MF would contact St. Andrew's School to discuss the matter and to seek their opinion before deciding upon the proposal.

052/17 TO DISCUSS PROGRESS WITH CRAPSTONE FIELD WORKING PARTY/ INVESTIGATIONS

See BMPC Communications item.

053/17 CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES

The majority of the correspondence listed below, where e-mails have been received, are forwarded to all Cllrs prior to the meeting.

1. DCC – Customer Roads Measuring Engagement Survey 2016/17
2. Rural Services Network – Weekly Email News Digest
3. Citizens Advice Newsletter – February 2017
4. Notification from DCC that completion emails for road faults still are not able to be sent due to technical problems.

054/17 ITEMS FOR THE NEXT AGENDA

None

055/17 FUTURE MEETING DATES

Mon 27th February: Planning Committee at 8.00pm at Clearbrook Village Hall

Wed 8th March: Planning Committee Buckland Monachorum Village Hall at 7.30pm
followed by General Purposes Committee at 8.00pm

Meeting finished at 20.58