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Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **TUESDAY** the **21<sup>ST</sup> MARCH 2017** at **7.30pm**

**Present:** Cllrs M Fowler (MF) (Chairman), G Baird (GB), D Butland (DB), S Challiss (SC), S Hustler (SH), L Larkin (LL), I Vincent (IV), V Bolitho (VB), S Britton (SB) and R Cheadle (RC)

**In Attendance:** Mrs K Johns (Parish Clerk)

Cllr Vincent announced that he will be leaving the Parish Council due to moving away from the area.  
Cllr Fowler thanked IV for his work whilst on the PC.

**068/17** **APOLOGIES FOR ABSENCE** Cllrs Woollacott and Wood

**069/17** **TO RECEIVE DECLARATION OF INTERESTS** None.

**070/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21<sup>ST</sup> FEBRUARY 2017**  
It was **AGREED** to approve the minutes of the meeting held on 21<sup>st</sup> February 2017 without amendment.

**071/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 21<sup>ST</sup> and 27<sup>TH</sup> FEBRUARY AND 8<sup>TH</sup> MARCH 2017**  
It was **AGREED** to approve the minutes of the meetings held on 21<sup>st</sup> and 27<sup>th</sup> February and 8<sup>th</sup> March 2017 without amendment.

**072/17** **TO CONSIDER AND APPROVE THE MINUTES AND RECOMMENDATIONS OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON 8<sup>TH</sup> MARCH 2017**  
It was **AGREED** to approve the minutes of the meeting held on 8<sup>th</sup> March 2017 and the recommendations contained therein.

**073/17** **FINANCE**  
The Clerk circulated a finance report to Members which included the recent bank reconciliation dated 20<sup>st</sup> March 2017 - **NOTED**. Cllr Fowler had checked the details and signed the bank reconciliation.

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

1. To **NOTE** the following receipts since the last meeting:

**Receipts A/C 2815**

03/03/2017	Gross Interest HSBC A/C No. 11372815	£3.88
03/03/2017	D Carmichael - Field Rent Mar 2017	£100.00
13/01/2017	DCC P3 Footpath Maintenance Grant (DCC 3672454)	£1400.00
17/03/2017	WDBC Communities TAP Fund Money for DFPC Drainage and Ditching project	£1560.00

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2. a) To **APPROVE** the following payments made since February's meeting:

Date	Payee and Reason	Ref.	Gross	Net	VAT
21/02/2017	Kelly Johns - Salary Mth 11	102264	£891.08	0	0
21/02/2017	Kelly Johns - Clerk Admin Mth 11	102264	£131.45	0	0
21/02/2017	Peninsula Pensions Employer & Employee Contributions Feb' 17	102265	£18.60	0	0
21/02/2017	Keith Parriss - BMPC new webpage updates	102266	£172.50	0	0
21/02/2017	Perfect Pastures Yelverton Grounds Maintenance Jan' 2017	102267	£469.50	391.25	78.25
21/02/2017	BMVH Hall Hire 12th & 13th December 2016	102268	£20.00	0	0
21/02/2017		102269	£94.89		
	HMRC Payment for Income Tax & NI for Mth 11 - Kelly Johns			0	0
21/02/2017	Dartmoor Commoners Council Grazing fee 2017/18	102270	£5.00		
21/02/2017	Perfect Pastures	102271	£469.50	391.25	78.25
08/03/2017	CCA - Hall Hire 21st February 2017	102272	£25.00	0	0
08/03/2017	BMVH Hall Hire 11th & 24th January and 8th February 2017	102273	£30.00	0	0
08/03/2017	J Rendle - BM Grounds Maintenance Feb 2017	102274	£780.00	0	0
08/03/2017	M Fowler - payment for granite chippings to Footpath 19	102275	£182.17	0	0
10/03/2017	PWLB loan repayment - Cemetery Extension March' 2017		£1,679.85	0	0

- b) To **APPROVE** the following payments:

21/03/2017	Peninsula Pensions Employer & Employee Contributions Mar' 17	102276	£224.90	0	0
21/03/2017	Kelly Johns - Salary Mth 12	102277	£861.05	0	0
21/03/2017	Kelly Johns - Clerk Admin Mth 12	102277	£130.56	0	0
21/03/2017	HMRC Payment for Income Tax & NI for Mth 12 - Kelly Johns	102278	£87.65	0	0
21/03/2017	Rogers and Jones Architects. Inv. 1699 - BM Cemetery Layout Plan	102279	£550.92	£459.10	£91.82
21/03/2017	DALC Subs 2017/18 - Inv. 6000	102280	£730.95	£638.90	£92.05

**b) Update on Salary and Pension Calculations:** KJ updated members that they are having problems getting confirmation from the PC's pension provider on what type of pension they provide, i.e. whether is it made under a 'net pay arrangement' or not. The Clerk warned that it may have a knock-on effect on payments made to HMRC by the PC and there may need to be a recalculation made on salaries. The Clerk will update Members when they receive an answer from the pensions provider.

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

- a) The PC has been successful in being awarded two grants from WDBC's TAP fund for defibrillators to be installed at Milton Combe and Clearbrook Village Halls. The other application for a fire safe was turned down. It was **AGREED** to resubmit an application for the fire safe with support from another Parish in

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time for the next application deadline.

- b) DB reported that they had recently attended a meeting at DALC. Where advice was given to PC's on how to protect land owned by them and on the reporting of precept figures.

## 075/17 **BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA AND PRESS ARTICLES)**

RC requested that anyone wishing for an article to be published to send it to him so that he could pass onto Moorlinks for their deadline.

It was **AGREED** to reconvene a working party to look at the PC's website to determine what extra information could be placed on it. Cllrs GB, SH, SW and MF volunteered to sit on the group. MF will organise the first meeting of the group and will report back to Council their recommendations.

## 076/17 **NEIGHBOURHOOD PLAN UPDATE**

- a) **To discuss comments received from the BMPC NP consultation:** RC reported that the four recent consultation meetings held across the Parish were well attended. The cut off point for the consultation period is 31<sup>st</sup> March, after which all comments will be collated ready for the next stage of the NP process.
- b) **To review the Joint Local Plan for Plymouth City, West Devon and South Hams Councils:** It was **AGREED** that RC will formulate a response on behalf of the PC.

## 077/17 **UPDATE FROM WDBC COUNCILLOR FOR THE WARD**

RC reported that DCC elections are being held on 4<sup>th</sup> May and that the purdah will come into effect on 27<sup>th</sup> March.

## 078/17 **CAR PARKING MATTERS**

- i) **Yelverton Forecourt:**  
RC updated members that since the last meeting where the issue of car parking on the forecourt becoming overstretched was discussed, they have carried out further investigations into ownership of the parking spaces. DCC own the parking area and it is believed that there are no individual car parking spaces in place for businesses on the forecourt. In light of this it was **AGREED** to send a letter from the PC to the Saab Garage asking if they have any evidence of a lease.
- ii) **St Paul's Car Park:**  
RC reported that the proposed Joint Local Plan between West Devon, South Hams and Plymouth has identified that car parks in Yelverton should be enhanced to provide a Park and Ride service into Plymouth. Additionally, the PC has received a quote of £47,000 to resurface St Paul's Church car park. In view of these matters the PC **AGREED** to wait to see the outcome of the JLP, before taking any further action to look at ways of improving the car park.

## 079/17 **UPDATE FROM WORKING PARTY ON CLERK'S HOURS**

SC appraised members of recommendations made by the working group, they are as follows:

1. To reconvene a website working party to look at additional items/ links that could be added to the website to direct members of the public to information sources without going through the Clerk; and
2. To email electronic Agendas to designated Councillors who will place notices upon the notice board for a trial period of 3 months; and
3. Councillors to obtain quotes from contractors (designated by Full Council) for works required; and
4. To obtain the services of an accounts specialist to review the Parish Council's accounts system to determine whether it could be streamlined; and
5. To reduce the Clerks advertised hours to 10.00 am to 12.00 pm (Tues-Thurs) to enable the Clerk to work more flexibly, i.e. where they have worked more than their required hours one week, the next week they could work reduced hours; and
6. To employ an IT specialist to provide new electronic templates for the work undertaken by the Clerk.

It was **AGREED** that all six recommendations should be implemented forthwith.

**080/17 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

- a) DCC will be changing contractors in April 2017.
- b) The Council has received a complaint about the cattle grid being damaged at the Leg O Mutton. Cllr Larkin also raised the issue of the cattle grid at Tanners Bridge having been damaged. GB will send the link to DCC report a problem page to LL for completion regarding Tanners Bridge and RC will have a look at the Leg O Mutton cattle grid to see if it needs reporting to DCC.
- c) Following the complaint made at the last meeting by a local business, SW has checked the speed signage outside Yelverton Business Park. The complaint was about one of the signs being obscured by tree branches. Unfortunately, they were unable to find the sign in question.

**081/17 PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS (CLLR WOOLLACOTT)**

A report was read out by the Clerk on behalf of SW in their absence;

- a) A metal gate has been installed on footpath 32 to replace the broken wooden gate.

RC reported that the Rock Hotel has planted saplings along the chain fence that runs along its boundary. The branches from the saplings are already starting to grow over the footpath. It was **AGREED** that RC would approach the business and discuss the problem.

**082/17 UPDATE ON VICTORIAN WATER TROUGH GRANT APPLICATION**

Cllr Philip Sanders was unable provide the funding of £600 towards the project due to the approaching elections and purdah. Since this news was received, SW has received confirmation from Yelverton Rotary Club that they will provide £250.00 towards the inscription. Yelverton History Club and the Harrowbeer Group have already pledged £25.00 each. Therefore, SW has applied for match funding from the DNPA and is waiting to find out if the application has been successful.

**083/17 DISCUSS USE OF PARISH FOOTPATH FOR BUCKLAND BOUNDER/BOUNCER**

It was **AGREED** that the footpath that crosses the stream behind the Church, leading up to the fields could be used by the event at their own risk.

**084/17 TO DISCUSS AND AGREE PRESENTATIONS FOR APRIL'S ANNUAL PARISH MEETING**

It was **AGREED** that the following presentations would be made at the Annual Parish Meeting;

- a) RC to provide an update on BMPC's Neighbourhood Plan
- b) KJ to provide an overview of the Parish Council's Accounts to show where the money is spent
- c) MF to give a presentation on local flooding issues
- d) LW to give a presentation on the Cemetery Extension and Green Burials
- e) KJ to invite developers of Briar Tor to give a presentation on details of the development

**085/17 TO DISCUSS AND APPROVE THE SERVICES OF A NEW INTERNAL AUDITOR TO THE PARISH COUNCIL**

The internal auditor used by the PC in previous years is no longer able to carry out the function. The Clerk recommended that the PC employ the services of Alison Marshall because they have suitable experience in auditing Parish Councils similar in the size and nature as Buckland Monachorum. The Clerk circulated a copy of their Curriculum vitae for members to see their experience. It was **AGREED** to contract in Alison Marshall of LCAS to undertake the internal audit function for the Parish Council.

**088/17 TO APPROVE AN APPLICATION TO WAIVE FINANCIAL REGULATION PARA. 11.1(B) WITH REGARD TO THE ROLL-OVER OF THE BUCKLAND MONACHORUM GROUNDS MAINTENANCE CONTRACT FOR THE FY'S 2017/18 & 2018/19**

The Council **AGREED** to waive para. 11.1 (b) of the Council's Financial Regulations to enable the current Grounds Maintenance Contractor to remain employed on a two-year rolling contract with a 2% increase year on year ('til March 2019). It is necessary to make the waiver, (as allowed by para 11.1 (c) of the Regulations) because the 2% increase on the contract for 2017/18 will place it marginally above the £10,000 threshold. The reason given for the waiver was that the cost of going out to tender for the contract would

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be diminitive.

**089/17 TO DISCUSS THE WORKS REQUIRED TO ST ANDREWS SCHOOL PATH AND PLAYING FIELD**

Councillors discussed the works required to extend part of a footpath at the school and works to improve the drainage on the school field. It was **AGREED** that in the first instance that MF should approach the LEA who own the playing field. RC will approach DCC to see if they are able to assist with the works required to the path.

**090/17 COMMUNITY PROJECT FUND: TO AGREE WHICH CAPITAL PROJECTS WILL BE PUT FORWARD FOR FUNDING**

It was **AGREED** that the PC would provide match funding to provide a new picnic bench at the Crapstone Play Area. The Clerk will apply to the Community Fund for the other half of the money.

**091/17 GENERAL PURPOSES:**

**a) Cemetery**

- i) Interments and Memorial Work:** None to report
- ii) To discuss and agree the layout of the new cemetery extension:** The new plan was discussed. Members felt that they were unable to approve the plan at the moment because there appears to be some guidance on the recommended layout of graves to ensure memorial safety which has not been taken into account. The Clerk is to liaise with ICCM, the Architect and Grave Diggers to look at the guidance and to provide an updated plan at the April meeting.
- iii) To agree the use of the leftover saplings:** It was **AGREED** that the 10 beech saplings left over from the replanting work in the Cemetery Extension would be heeled in over the next few months at Cllr Challis's' home to enable replacement of any of the 70 saplings planted, should any fail.
- iv) Play Park Inspections:** No problems to report. The working party has now completed the painting of the swing frames at Crapstone play park.
- v) Bus Shelters:** Crapstone Bus Shelters: SW is still in talks with the landowner of the Crapstone bus shelter. MF will seek the opinion of St Andrews school on the proposal by British Beds for a school competition to come up with a design for the bus shelter by the business park.  
LL will take another look at the bus shelter at the top of Milton Combe hill to see what interim repairs can be made.

**092/17 TO DISCUSS PROGRESS WITH CRAPSTONE FIELD WORKING PARTY/ INVESTIGATIONS**

SW has reported that a representative from Devon Wildlife Trust will be visiting the field in early April to look at the proposal for a wetlands area. SW will provide an update next month.

**093/17 CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

*Report to be circulated at next meeting.*

**094/17 ITEMS FOR THE NEXT AGENDA**

Committees

**095/17 FUTURE MEETING DATES**

- Weds 12<sup>th</sup> April:** Planning Committee at 7.30pm at Buckland Monachorum Village Hall
- Weds 19<sup>th</sup> April: ANNUAL PARISH MEETING** at 7.00pm at Committee Room at Yelverton War Memorial Hall
- Tues 25<sup>th</sup> April:** Planning Committee at Yelverton War Memorial Hall at 7.00pm followed by Full Council at 7.30pm

Meeting finished at 21.47