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Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **CLEARBROOK VILLAGE HALL** on **TUESDAY** the **27TH SEPTEMBER 2016** at **7.30pm**

Present: Cllrs M Fowler (Chairman), S Challiss (SC), D Butland (DB), L Wood and I Vincent (IV)

In Attendance: 2 members of the public
Mrs K Johns (Parish Clerk)

The two local residents in attendance at the meeting voiced their concerns regarding the safety of holding a pheasant shoot at the western end of Roborough Down at Balsdone. They said that they believed this contravened the ethos of what Dartmoor should be used for and also the lack of signage to alert users of the Moor to the danger could present further risk.

The Chairman, Cllr Fowler thanked them for voicing their concerns and said that the Parish Council would investigate whether anything could be done about them.

287/16 **APOLOGIES FOR ABSENCE** were received from Cllrs Baird, Britton, Bolitho, Cheadle, Larkin and Woollacott.

288/16 **TO RECEIVE DECLARATION OF INTERESTS** None.

289/16 **TO CONSIDER AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 26TH JULY 2016:**
It was **AGREED** to approve the minutes of the meeting held on 26th July 2016 without amendment.

290/16 **TO CONSIDER AND APPROVE MINUTES OF PLANNING COMMITTEE MEETING HELD ON 26TH JULY AND 10TH AUGUST 2016**
It was **AGREED** to approve the minutes of the meeting held on 26th July 2016 without amendment. The minutes for the meeting held on 10th of August in the absence of the Clerk were referred back for the Clerk to check with RC to check for accuracy.

291/16 **FINANCE** The Clerk circulated a finance report to Members which included the recent bank reconciliation dated 26th September 2016 - **NOTED**. Cllr Fowler had checked the details and signed the bank reconciliation.

Payments and receipts

a) The following receipts (£) were **noted** since the last meeting:

2815 A/c	05/08/16	CASH	100.00	Crapstone field rent - Aug 2016
	02/09/16	CR	6.59	Gross Interest to 1st Sept 2016 – HSBC
	06/09/16	CASH	100.0	Crapstone field rent - Sept 2016

b) It was **AGREED** to make the following payments:

Payee	Payee Ref	Gross £	Net £	VAT £	Council Ref	Reason
Kelly Johns	-	823.87	823.87	-	102302	Clerk's Salary Mth 5
Kelly Johns	-	54.17	54.17	-	102302	Council Admin Mth 5
JS Rendle	-	780.00	780.00	-	102303	BM GM. June
Perfect Pastures	-	469.50	391.25	78.25	102304	Yelverton GM June
Npower	-	5.00	5.00	-	DD	Xmas Lights Aug
Npower	-	5.00	5.00	-	DD	Xmas lights Sept
PWLB	-	1696.20	1696.20	-	DD	Loan repayment for cemetery extension
Peninsula Pensions	-	237.76	237.76	-	102201	Employer & Employee for August '16
	2016BMPC7	18.00	18.00	-	102202	Hall Hire 26/07/16
YWMH	2793	469.50	391.25	78.25	102203	Yelverton GM Aug '16

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Perfect Pastures	JSR16/194	780.00	780.00	-	102204	B. Mon. GM Aug '16
JS Rendle St Paul's Hall Annexe	-	10.00	10.00	-	102205	Hall Hire (NP) 9/8/16
K Johns	27/09/16	823.87	823.87		102206	Clerk's Salary Mth 6
K Johns	27/09/16	168.72	168.72		102206	Council Admin - Mth 5 & 6
Peninsula Pensions	27/09/16	237.76	237.17		102207	Emp. & Employee Pension Contributions Sept 2016
*HMRC	27/09/16	51.98	51.98		-	Employer & Employee NI & Income Tax contribution
SLCC	27/09/16	149.00	149.00	-	102208	SLCC Renewal of Membership 2016/17

*Payment of £51.98 due, but not paid as Parish Council is in Credit with HMRC

292/16 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (INCLUDES UPDATES ON WD TAP FUND PROJECTS)**

a) DB reported that he had attended the recent Southern Links meeting on the 11th September. He also reported that a TAP fund application will be made in conjunction with Yelverton Rotary for a defibrillator to be located at the health centre in Yelverton. Unfortunately, it has missed the September round of applications due to confusion over the application process. New TAP fund application guidance is to be sent to all Councillors with updated notes on how to apply for funding. It was **AGREED** that the Clerk would make an application for the funding in time for the December round of applications.

b) LW reported that a recent fundraising event for the Buckland Monachorum Community Shop Project had been very successful and has raised £1500. This means that the project can now register as a company.

293/16 **TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD** (Cllr Cheadle)
No report this month due to RC being absent.

294/16 **NEIGHBOURHOOD PLAN UPDATE** (Cllr Cheadle)
No report this month due to RC being absent.

295/16 **UPDATE ON SUPERFAST BROADBAND VOUCHER SCHEME**
There have only been six responses to the Moorlinks magazine article requesting that individual households email the Parish Council to register their interest in the scheme. MF will follow up with RC what is happening with the proposed mail shot.

296/16 **TO REVIEW AND APPROVE THE NEW MEMBERS PACK** (Cllrs Challiss, Baird and Vincent)
The new pack had been circulated to all Councillors electronically prior to the meeting.

Cllr Challiss asked members if they had any comments to make about the pack. All members present commented positively about the pack and its ease to read. It was **AGREED** that the new members pack be approved for use and that the Clerk would place its annual review on their timetable in March each year.

297/16 **COUNCILLOR VACANCY**
Councillor Marshall Davis has tendered his resignation due to him moving out of the area. It was **AGREED** to advertise the vacancy as soon as possible. The Clerk said that she would notify the Elections Officer at WDBC of the vacancy at and ensure an advert was put out as soon as possible. Cllr Vincent asked where the adverts were normally displayed. A discussion took place about the best places to put the adverts and it was **AGREED** that the

clerk would re-jig the advert and display in other places such as local pubs and clubs as well as the noticeboards and website.

298/16 **TO DISCUSS OWNERSHIP AND MAINTENANCE OF MILTON COMBE WAR MEMORIAL** (Cllr Larkin)
A discussion took place about the ownership of the War Memorial as the area around the memorial requires weeding and there is no one person able to do it. It was **AGREED** that whilst there would be no change in ownership, that the Parish Council would take on the weeding around the memorial and place it on the Buckland Monachorum Grounds Maintenance Contract twice per annum. The Clerk is to liaise with the contractor to see what the additional cost will be.

299/16 **CRAPSTONE CRICKET CLUB UPDATE**
Unfortunately, the Cricket Club Chairman (Mr Osborne) was unable to make the meeting. The Clerk will follow up the Chairman for an update and report back the Councillors.

300/16 **CEMETERY AND WAR MEMORIAL MAINTENANCE WORKS TO DISCUSS**:

i) Work required to dead tree in Churchyard
Reverend Graham Cotter has notified the PC that one of the conifers in the old churchyard is dying. It was **AGREED** for the clerk to obtain three quotes for the removal of the tree.

ii) & **iii) Quotes for broken headstone in churchyard and broken granite post to Crapstone War Memorial**
The Council is waiting for these quotes to come in. The Clerk will check if any of these repairs are covered by the Parish Council's insurance policy.

301/16 **PLAY KIT INSPECTION UPDATE**
The Clerk notified members that the contractor who normally carries out the annual health and safety certification and risk assessment of the play kit in Buckland Monachorum and Crapstone has now retired. He has suggested that his colleague Elizabeth Rose take over the annual inspections. It was **AGREED** that the inspections should be carried out by Elizabeth Rose as long as there is not a significant increase in the cost.

The current Councillor inspection rota for the play kit has run out. The Clerk will draw up a new rota and send out to Councillors.

302/16 **TO DISCUSS CLERKS HOURS**
The Clerk is currently contracted to do 17.5 hours of work per week. The Clerk raised in their 6 month review that often they cannot do all the work required in the allotted hours, especially if project work is required or if reactive work comes in. The issue was discussed and it was **AGREED** to increase the Clerk's weekly hours up to 20 hours where required. Any other significant overtime should be pre-agreed with Members.

Additionally, the Clerk raised the issue that there is a large amount of historic paperwork which requires looking through to determine whether it needs to be kept or not. Cllr Vincent proposed that the Clerk arrange for a group of Councillors to meet up prior to some of the scheduled meetings to sift through it to determine what can be disposed of. Prior to this, the Clerk is to liaise with DALC to determine what paperwork must be kept for legal reasons and the timescale documents must be kept for.

303/16 **TO DISCUSS UPCOMING COUNCILLOR AND CLERK TRAINING COURSES**
A number of training courses are currently being offered by DALC for new Councillors and Clerks. It was **AGREED** that the Clerk should attend the Clerk Essentials Course on the 22nd November in Exeter and that the details of the new Councillor course should be emailed to Cllr Vincent to look at.

304/16 **TO DISCUSS THE PURCHASE OF NEW OFFICE EQUIPMENT**
The Clerk informed members that the Parish Council requires the following equipment;

i) A laptop or desk top computer
ii) Fire resistant document storage
iii) New printer
iv) Shelving

Members discussed the Clerk's request and it was suggested a desk top computer would be more powerful in terms of storage. The Clerk will discuss with GB to determine what recommendations he can make. Additionally, they will ask DALC what other P.C.'s have in terms of fire resistant document storage. Once this information has been sought the Clerk will obtain some prices for the equipment and report them back to Council.

305/16 **TO DISCUSS PROPOSED GAME SHOOTING ON ROBOROUGH DOWN** (Cllr Butland)

Following on from the earlier representation made by the two members of the public at the beginning of the meeting about this topic, Cllr Butland introduced the subject of the game shoots held on land owned by Maristow estate. The shoots are being held at the western end of of Roborough Down and have been held for approximately the last 12 months. The shoots are organised by Maristow Estate.

Cllrs voiced their concern for the health and safety of members of the public using areas of the moor adjacent to where the shoots were being carried out. It was **AGREED** that whilst the shoots are being carried out on private land, Cllr Fowler would draft a letter to both Cllr Philip Sanders at WDBC and the Chief Executive at DNPA to see if there is anything that can be done to protect members of the public. The letter will be copied to Jo Hess at Maristow Estate.

306/16 **BMPC COMMUNICATIONS (SOCIAL MEDIA, NEWSLETTERS, PRESS ARTICLES)**

There are none to report.

307/16 **HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

Nothing to report

308/16 **PARISH FOOTPATHS (P3) AND OTHER FOOTPATH MATTERS, TO INCLUDE;**

i) Update on proposed footpath from Greenbank to Briar Tor:

This item will be held in abeyance until Cllr Woollacott returns from her holiday next month.

309/16 **UPDATE ON THE VICTORIAN WATER TROUGH**

Again, this item will be discussed at the next full council meeting when Cllr Woollacott will be able to provide an update.

310/16 **CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

The following list of communications was circulated and **NOTED**:

1. Connecting Dartmoor and Exmoor Parish Update DCC – Email
2. RSN - Weekly Rural News Digest - Tuesday, 23 August, 2016
3. WDBC News Release - Annual report is published for West Devon
4. Connecting Devon and Somerset Update (30th August)
5. Health Watch Devon Sept. Bulletin
6. RSN - Weekly Rural News Digest - Tuesday, 6 September, 2016
7. Joint Local Plan Newsletter – September
8. Devon Countryside Forum - 22nd Sept. Bridestowe village hall
9. PCC - Alison Hernandez's monthly report –August
10. TNMWD – September Citizen's Advice Newsletter
11. DALC Autumn Training Bulletin
12. RSN - Weekly Rural News Digest - Monday, 19 September, 2016
13. WDBC Press Release - 40% of benefit claims processed within 10 days (20 Sept)
14. WDBC Press Release - Sign up for alerts from your Council (20 Sept)

The Clerk has received confirmation from Maristow Estate that it does not object to a Crown Lift being carried out to the tree at the top of Gratton Lane, which is on their land, providing that the DNPA do not require any permits for the work to be carried out. It was discussed whether volunteers should carry out the work. The general consensus was that for health and safety reasons that the work should be carried out by a qualified person with adequate insurance. It was **AGREED** that the Clerk would obtain quotes for the work and report back at the next meeting.

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311/16 **ITEMS FOR THE NEXT AGENDA**

Access to Crapstone Field and Crapstone Field working party update.

312/16 **FUTURE MEETING DATES**

Weds 12th Oct: Planning committee meeting at 7.30pm at Milton Combe Village Hall

Tues 25th Oct: Planning committee meeting at 7.00pm at Yelverton War Memorial Hall followed by a meeting of Full Council at 7.30pm.

Meeting finished at 21.40