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Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **WEDNESDAY** the **28th June 2016** at **7.30pm**

**Present:** Cllrs M Fowler (MF)(Chairman), L Wood (LW) (Vice Chairman), S Britton (SB), G Baird (GB), D Butland(DB),S Challiss (SC), R Cheadle (RC)

**In Attendance:** Ian Vincent (IV)(Parishioner)  
Sean Dale (BT)  
Kelly Johns (Parish Clerk)

**238/16** **APOLOGIES FOR ABSENCE** were received from Cllrs Davis, Bolitho, Larkin and Woollacott

**239/16** **TO RECEIVE DECLARATION OF INTERESTS** None.

**240/16** **TO CONSIDER AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 24th May 2016 AND FULL COUNCIL MEETING ON 8<sup>TH</sup> JUNE** It was **AGREED** to approve the minutes of both the meetings without amendment.

**241/16** **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 11th May 2016** It was **AGREED** to approve the minutes of the meeting without amendment.

**242/16** **CO-OPTION OF COUNCILLOR** Councillors considered the co-option application made by Ian Vincent to become a Parish Councillor. SC proposed that Ian Vincent be co-opted onto the Council and RC seconded the proposal. Members unanimously **AGREED** that he is co-opted onto the Parish Council with immediate effect. It was also **AGREED** that IV would sit on the General Purposes Committee. MF welcomed him and wished him well in his new position.

**243/16** **SUPERFAST BROADBAND (SFBB) – MOVING FORWARD**

RC gave members an update following the presentation by Matt Barrow of Connecting Devon and Somerset at the APM on 24<sup>th</sup> May 2016. Local resident Adam Parnell has been in discussion with Matt Barrow and found out further information about the BT scheme and how the £500.00 BT vouchers currently on offer can be amalgamated to assist with the installation of Superfast Broadband throughout the Parish. Adam Parnell is also keen to assist with rolling out SFBB within the Parish.

Sean Dale representing BT, explained that there are currently no plans by BT to provide SFBB to Buckland Monachorum. He outlined that individual households and businesses within the Parish who are not covered by BT plans, are able to apply for a voucher of up to £500 to provide equipment to assist with increasing internet speed, providing that their download speed is not faster than 2Mb.

Connecting Devon and Somerset can help communities where they are approached by them, to assist with the aggregation of individual vouchers to provide a joined up scheme to provide SFBB to households, schools and businesses within the area. There are a number of different solutions and BT can assist with the decision making on which is the best for the community. Dependent upon the favoured solution, premises can either choose from 2 or 3 internet providers, or where the use of fibre optic is appropriate, up to 500 service providers can be chosen from. The vouchers are only available up to 20<sup>th</sup> March 2017.

He went onto say that there have been a number of schemes where individual household and business vouchers have been successfully aggregated and SFBB has been installed to whole areas or villages, but it would require the setting up of a Community Company and the scheme would have to be carefully co-ordinated. This work cannot be done by BT, albeit they are happy to assist with design solutions, public meetings and provision of quotes for the works identified. Finally, he said that where a school is located within a scheme area, BT will give an additional amount of money towards the vouchers. Members discussed the idea of the PC co-ordinating the aggregation of individual vouchers.

It was **AGREED** that the PC would investigate whether local households and businesses would be interested in taking part in any such scheme and that RC would be the central point of contact for the work. An article

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will be placed by the PC in the next issue of Moorlinks magazine to advertise the proposal and MF will discuss the scheme with St Andrews to determine their views and to place information in the school newsletter to inform parents about it. Following any positive response from parishioners, the PC will determine whether there is potential for such a scheme to succeed and debate whether they should undertake the co-ordination of it.

## 244/16 **FINANCE**

The Clerk circulated a finance report to Members which included the recent bank reconciliation dated 27<sup>th</sup> June 2016 - **NOTED**. Cllr Fowler had checked the bank transaction details and signed the bank reconciliation.

### a) **Payments and receipts** – The following were **AGREED**:

<u>Payee</u>	<u>Gross £</u>	<u>Council Ref</u>	<u>Reason</u>
Npower	5.00	DD	Xmas lights
YWMH	50.00	102170	Hall Hire NP Forum on 23/04/16
Cllr Cheadle	43.39	102171	NP Expenses for Open Day
JS Rendle	780.00	102172	BM GM April 2016
Cllr Butland	21.60	102173	Travel Expenses – TAP Fund Mtg
YWMH	12.00	102174	Hall Hire 26/04/16
Perfect Pastures	469.50	102175	GM April 2016
Kelly Johns	1240.62	102176	Salary Mth 2 + Authorised O/T
Kelly Johns	191.70	102176	Clerk Admin Mth 2
Certitude	12.00	102178	Bus Shelter Cleaning at Yelverton
HMRC	332.45	102180	Payment for Tax & NI for Mth 2
Keith Parriss	302.89	102181	BMPC new webpage design
Came & Co.	1161.69	102182	BMPC Annual Insurance Cover
BMVH	15.00	102183	Hall Hire 13 <sup>th</sup> April 2016
Npower	5.00	DD	Xmas lights
Cllr Larkin	8.00	102179	Tree Plaque
D Ashton	12.01	102184	Reimbursement for postage
CCA	50.00	102185	Hall Hire 7 <sup>th</sup> April & 24 <sup>th</sup> May
WDDB	257.40	102186	Bin Emptying 01/10/15-31/03/16
Perfect Pastures	469.50	102187	Yelverton GM May 2016
JS Rendle	780.00	102188	BM GM May 2016
SW Internal Audit	225.00	102189	Internal Audit of 2015/16 Return
ICO	35.00	DD	Data Protection Register Annual Fee
Crapstone C.C	250.00	102190	Knotweed donation
K Johns	859.60	102191	Net Salary Mth 3
K Johns	272.18	102191	Council Admin Mth 3
A Creber	48.00	102193	Replace latching post at bridge
A Creber	840.00	102193	1 <sup>st</sup> Strim of footpaths

### b) **To note the following receipts:**

01/05/16	CHEQUE	3.72	Western Power Wayleave Payment
20/05/16	CHEQUE	450.00	Interment – E5-7
24/05/16	CHEQUE	100.00	Plot purchase – GoR 23
01/05/16	CASH	100.00	Crapstone field rent - May 2016
13/05/16	CR	5900.00	NP Grant Funding – Groundwork UK
01/06/16	CASH	100.00	Crapstone field rent - June 2016
03/06/16	CR	6.04	Gross Interest - HSBC

**245/16 NEW MEMBERS WELCOME PACK**

SC raised the idea of putting together a new members welcome pack to provide suitable information when they join the PC. A number of suggestions were made about the type of format the pack could be in. It was **AGREED** that SC, GB and MF would get together to determine what information should be included and to decide on the best format. MF will co-ordinate a date for the meeting.

**246/16 RESURRECTION OF THE MISCELLANEY NEWSLETTER**

SC proposed that the PC resurrect the Miscellany newsletter once a year. There was a discussion about whether the newsletter was necessary. It was decided that for the meantime that the newsletter would not be reinstated, but that Members need to have a more structured approach for the provision of articles for Moorlinks magazine, as it has proved to be an excellent way to get information out to parishioners.

**247/16 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (INCLUDES UPDATES ON WD TAP FUND PROJECTS)**

LW gave an update on the Buckland Community Shop. The scheme is making very good progress and she asked whether the PC would be happy to write a letter of support for the scheme. It was **AGREED** that the PC would write a letter of support. RC offered to draft the letter. SC asked whether the group had looked at how the community shop could impact upon the Crapstone Shop. LW said that any impact had not been assessed as yet, but that the group could look at the matter and would go on as an agenda item for their next meeting.

**248/16 TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD**

RC updated members that WDBC's local plan document entitled 'Our Plan' had been withdrawn as the Council wanted to draw up a plan in consultation with its neighbouring councils. As a result, Plymouth and South Hams District Council are now jointly working with WDBC to provide a joined up local plan. Part of it will determine where and the quantity of new houses that should be built in the Parish. RC has asked if WDBC would be happy to accept the figures identified in the Parish's Neighbourhood Plan, which is 20 houses within the Parish between now and 2031 to incorporate into the joint plan. WDBC have agreed to this approach.

**249/16 NEIGHBOURHOOD PLAN**

RC said that the plan is very close to completion. The NP now must decide on 2-3 of the most appropriate sites for the provision of new housing within the Parish prior to publishing. The sum of £5900 has been received by the PC in grant funding to assist with the roll out of the Plan.

**250/16 YELVERTON CONCEPT – FURTHER DEVELOPMENTS**

RC outlined that he had spoken to Jo Hess of Maristow Estate to discuss the public reaction to their planning concept for the future of Yelverton. In the round, there had been a mixed reaction to the plans which were displayed at various public meetings. The clear message that has come from the consultation, is that the current layout of the A386 needs to be sorted out before any future development should be started. The issue with altering the road layout is cost. Maristow would not be able to fund the works because of the large costs involved. RC asked members whether it would be worth the PC looking at a community led project to assist with the alteration of the road layout. Members **AGREED** to set up a working group to look at funding possibilities etc. if required, on the proviso that it was clearly understood that the PC does not support the Yelverton project either way, but are merely acting as facilitators if required. SB, LW and GB volunteered to sit on the working group. RC will keep the PC posted if such a group needs to be set up.

**251/16 TO CONFIRM THE CHAIRPERSON FOR EACH SUB COMMITTEE**

It was **AGREED** that the following members would chair the following sub committees of the Parish Council;

**Finance – MF**

**General Purposes – LW**

**Planning – RC**

It was also **AGREED** that MF would take over from LW as representative to the Southern Link Committee and that GB and IV would sit on the General Purposes Committee.

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## 252/16 TO DISCUSS GOING PAPERLESS (E-AGENDAS AND MINUTES)

The Clerk outlined that the annual cost of printing and posting Agendas and Minutes to Councillors was somewhere in the region of £1200. Part of it is staff costs to print and assemble the papers monthly. She asked for Councillors to consider whether they would accept Agenda's and Minutes via email. She also confirmed that paper copies of Agenda's would still be placed upon village noticeboards. It was **AGREED** for a one-month trial to see how Members found the new way of working. Members to report back at the next full Council meeting in September.

## 253/16 BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA ETC.)

It was highlighted that the deadline for Moorlinks magazine was fast approaching.

It was **AGREED** that RC would put forward an article for the magazine asking for local residents to come forward who would like to sit on a working group to decide on the future use(s) of Crapstone Field. Additionally, there will be articles put forward advertising the possibility of rolling out superfast broadband by the aggregation of BT vouchers The article will ask for people to register their interest in the voucher scheme with the PC. There will also be a piece notifying parishioners about the co-option of Ian Vincent as a Parish Councillor.

## 254/16 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

SB notified Council about a potential accident spot in Clearbrook. She said that where cyclists leave the cycle path at the bottom of the hill in the village, that they are coming onto the road at speed and that there have been some near misses with cars. It was **AGREED** that the clerk should contact DNP to ask for the installation of a warning sign for cyclists, notifying that they are leaving a cycle path and joining a public road.

## 255/16 PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS

- a) MF reported that partially sighted people walking from the Doctors Surgery in Yelverton across to Briar Tor were struggling with the rough path leading from Greenbank Terrace. Cllr Woollacott is in the process of putting a project together to have the path re-surfaced to make it safer. Currently the PC is waiting for legal documents to be signed by Maristow Estate. The Clerk will chase the documents.
- b) MF has received complaints about a tree on the left hand side of the top of Meavy Lane by the shops (WC side). The tree is blocking the line of sight for car drivers, making the approach to the bend difficult. It was **AGREED** that the Clerk would contact Maristow Estate to determine whether they would be happy for the PC to undertake crown lift works to the tree and whether there were any restrictions on the tree which would prevent the work being carried out.
- c) SB raised the issue that footpath no. 14 at Buckland Abbey is completely overgrown up to the Tradesman's entrance. It was **AGREED** for the Clerk to notify the National Trust of the problem.
- d) SB also stated that footpath no. 32 (Combe Farm to Green Lane) is completely overgrown by the pedestrian gate. DB said that he would check ownership of the footpath, so that the PC could notify them of the problem.

## 256/16 GENERAL PURPOSES:

- a) **Christmas Lights:** After much discussion it was sadly **AGREED** to not provide Christmas Tree lights this year on the roundabout at Yelverton. The decision is due to costs and the difficulty in recent years with maintenance of the lights. MF will discuss with local businesses who contributed to the newest set of lights to see if they are happy for the PC to donate them to St Andrews School. SC took the opportunity to thank MF for all his hard work in overseeing the setting up of the Christmas lights over the past years.
- b) **Play Park Matters and Inspections:** All inspections have been carried out and no defects have been identified.
- c) **Cemetery: i) Interments and memorial work:** There has been 1 interment, 1 memorial approved and two burial plots bought since the last meeting. **ii) Cemetery Extension:** The cemetery extension will be discussed at the next GP meeting on 13<sup>th</sup> July.

## 257/16 CRAPSTONE FIELD, TO INCLUDE:

- a) **To discuss the setting up of the new Crapstone Field Working Party:**

SB said that the PC had stated that it wanted a set of clear aims for any working party that was set

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up to look at the future use of Crapstone Field. She presented a set of aims which read:

**S** for Supported – Evidence of need or support for desirability

**M** for Maintainable – Responsibility for maintaining the proposal to be with an organisation or established group who obtain the finance

**A** for Accountable – To all members of the Parish who own the field, using the Neighbourhood Plan as the point of reference

**R** for Realistic

**T** for Time Constrained

It was **AGREED** that there will be two working parties set up to look at their own ideas and then to bring them together at a later date using the aims outlined by SB. MF is to contact David Simkins to co-ordinate the setting up of the first working party which Cllr Woollacott will also sit on.

## **258/16** COMMUNICATIONS FROM OTHER AGENCIES AND CORRESPONDENCE

The following items of correspondence were **NOTED**:

Various emails and e-letters to include;

1. WDBC Press Release – Referendum Result
2. Rural Services Network – Rural Transport Newsletter June 2016
3. Rural Services Network – Weekly Email News Digest 21<sup>st</sup> June 2016
4. DCC – Connect Me – E-bulletin
5. WDBC Press Release – Joined up Approach to Local Plans
6. Citizens Advice – June Newsletter
7. WDBC Press Release – Charging for Garden Waste
8. WDBC Press Release – Residents to be Consulted on Changes to Council Tax Reduction Scheme

All of the electronic correspondence had already been circulated to Councillors prior to the meeting.

## **259/16** ITEMS FOR THE NEXT AGENDA

Members to email the Clerk with any items for the next Agenda

## **260/16** FUTURE MEETING DATES

**Weds 13<sup>th</sup> July:** Planning Meeting at 7.00pm at Milton Combe Village Hall followed by a meeting of the General Purposes Committee at 7.30pm

**Tues 26<sup>th</sup> July:** Planning Meeting at 7.00pm followed by Full Council Meeting at 7.30 pm at Yelverton War Memorial Hall (Committee Room).

Meeting closed: 9.37pm