

DRAFT

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at
CLEARBROOK VILLAGE HALL on **TUESDAY** the **15TH DECEMBER 2015** at **7.30pm**

Present: Cllrs S Challiss (SC) (Chairman), G Baird (GB), S Britton (SB), D Butland (DB), R Cheadle (RC), M Davis (MD)
M Fowler (MF), L Larkin (LL), L Wood (LW), S Woollacott (SW)

In Attendance: Mrs D Ashton (Parish Clerk)
Mrs Kelly Johns (Clerk-to-be)

512/15 **APOLOGIES FOR ABSENCE** were received from Cllrs Bolitho and Zaleski.

513/15 **TO RECEIVE DECLARATION OF INTERESTS** None

514/15 Pursuant to Section 1(2) Public Bodies [Admission To Meetings] Act 1960, it was **AGREED** to exclude the public and press due the confidential nature of the business to be transacted

515/15 **TO CONSIDER AND APPROVE THE HUMAN RESOURCES SUB-COMMITTEE MEETING MINUTES OF THE 7TH DECEMBER 2015**

Members of the Sub-Committee reported on the meeting and the Clerk vacancy interviews held on 7th December 2015. Council wished to thank all Members of the Sub-Committee for their time and contribution to the recent recruitment process.

It was **AGREED** to appoint Mrs Kelly Johns as the new Clerk subject to receipt of satisfactory references, contract and satisfactory probation period of six months. It was **AGREED** for the starting salary to be SCP 26 of the current NALC payscale - the Clerk to issue a formal letter of offer of employment to Mrs Johns.

It was **AGREED** for:

- i. For Mrs Ashton and Mrs Johns to agree handover sessions between them and to agree a finish/start date (due to be mid-January).
- ii. To book any forthcoming appropriate training courses as required for Mrs Johns and arrange her membership of the SLCC.
- iii. For a dedicated Parish Council telephone line to be installed at Mrs Johns Home at the earliest opportunity and for the current number to remain for period of two months to signpost callers to the new number.

It was **AGREED** to approve the minutes of the meeting held on 7th December 2015, and the recommendations contained therein, without amendment.

516/15 It was **AGREED** to re-admit public and press to meeting.

517/15 **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24TH NOVEMBER 2015**

It was **AGREED** to approve the minutes of the meeting held on 24th November 2015 without amendment.

518/15 **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 24TH NOVEMBER 2015** It was **AGREED** to approve the minutes of the meeting held on 24th November 2015 without amendment.

519/15 **TO CONSIDER AND APPROVE THE GENERAL PURPOSES SUB-COMMITTEE MEETING MINUTES OF THE 1ST DECEMBER 2015**

Min 490/15 p989: The Clerk has yet to ask the vets about sponsoring dog waste bags and bins.

Min 491/15 p989:

- Cllr Woollacott reported that the large metal footpath gate by the Parish Meadow is too small to be used elsewhere on footpaths - to remain in situ until a suitable use is found for it.
- The Ash saplings have now been chopped back.

Min 492/15 p990:

- The play area Laurel hedge works is due to take place on 21/12/2015.
- No decision to be made about the Hornbeams either side of the Gingkos until Members have had a site

inspection of them.

- It was **AGREED** to approve all other quotes - Clerk will be meeting Mike Broughton on site to discuss the Yew trees before works commences.
- It was **AGREED** to renew the Buckland Monachorum Grounds Maintenance Contract with Jake Rendle Countryside Management for 2016/17.

Min 493/15 p990: Clerk will be obtaining a quote from Andrew Creber and other suitable contractors in the area.

Min 494/15 p991: Council thanked Cllr Fowler for taking time to arrange and erect the new Christmas lights. Council also wished to sincerely thank all those local businesses that contributed monies to the lights (£163 had been donated in total - contributions from Devon Tors, Yelverton Garage, Bidders, Mansbridge & Balment and Ward & Chowen). The LED rope light had cost a total of £192 (inc VAT) - Cllr Fowler had paid the donations into Council's bank a/c (plus the VAT element in error from his own pocket). Unfortunately, the lights had failed but the supplier has now replaced them. DCC Cllr Philip Sanders has agreed to fund more Christmas lights for Yelverton roundabout from his locality budget - Cllr Fowler to complete the form.

It was **AGREED** to approve, without amendment, the minutes of the meeting held on 1st December 2015 and the recommendations contained therein.

520/19 **PARISH MEADOW: PICNIC BENCH PROJECT**

The Clerk had made grant applications to WDDB and Tamar Valley AONB based on the information supplied to her to complete the application forms but had omitted to check to see if there were any other additional costs such as delivery and bench ground-fixings. A further £210 is required to complete the project (delivery is £110 and the fixings plus installation of the fixings is £100). The Clerk advised that this could be funded by the footpaths budget as one aspect of the project is to enhance FP19 for parishioners and visitors alike. It was **AGREED** to fund the additional cost from the footpath budget.

521/15 **FINANCE**

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

a) Payments and Receipts

It was **AGREED** to approve the following payments:

<u>Ref.</u>	<u>Payee</u>	<u>Reason</u>	<u>Net £</u>
DD	NPower	Xmas tree lights - December	5.00
102115	J Rendle	BM grounds maintenance Nov 2015*	760.00
102116	Certitude Ltd	Poster glue/sealant removal at Yelverton bus shelter	20.00
102117	Perfect Pastures	Yelverton grounds maintenance Nov 2015	381.71
DR	HSBC	Cheque unpaid charge**	15.00
102118	YWMH	Hall hire Nov/Dec 2015	24.00
102119	Cllr Fowler	Reimbursement for purchasing Xmas lights	160.00
102120	MCVH	Hall hire Dec 2015	10.00
102121	HMRC	HMRC NI/Tax contributions	90.91
102122	DCC LGPS	Employee pension	253.67
102123	D Ashton	Clerk's net salary	857.48
102123	D Ashton	Council admin	141.94
102124	J Rendle	Replaces cheque 102115 which was returned unpaid	760.00

**Cheque returned unpaid due to insufficient funds in a/c even though there were sufficient funds in a/c by close of banking business.*

***Charge now refunded.*

Receipts (£) since the last meeting - **NOTED**:

Current a/c:	09/12/15	DC	192.00	Xmas lights donations
	09/12/15	102115	760.00	Returned cheque
	14/12/15	CHEQUE	150.00	Interment - Plot L1-9
	14/12/15	CHEQUE	20.00	Additional inscription - C5-1
	14/12/15	DC	15.00	Refund of HSBC bank charge for returning cheque

102115 when funds were in a/c by end of banking day on day cheque presented.

Savings a/c:	02/12/15	DC	100.00	Crapstone field rent - Dec 2015
	04/12/15	DC	7.13	Interest

- b)** The Clerk reported on the changes to the smaller authorities' (annual income of less than £6.5m) audit arrangements for 2017/18 - to be discussed at the next Finance Sub-Committee meeting.

522/15

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

- a)** Cllr Fowler attended the Devon Communities Together Emergency Resilience Forum:
- There is government money available to help prevent flooding in communities e.g. to help purchase signage and more modern sandbags containing a highly absorbent material which are light and easy to store but will swell and be a more effective flooding prevention aid.
 - Cllr Fowler will look at BMPC's emergency plan again as free professional help can be obtained to refine existing plans.
- b)** Cllr Wood suggested a possible WD TAP Fund project idea - proper business signage at Yelverton to support the local community. The A-board type signage was beginning to appear again on roadsides and could become a problem. Cllr Cheadle advised that DNPA's Enforcement Officer to get an update on the situation as he was due to look in to options to overcome the problem. Project outline to be prepared once Council had considered the response from DNPA.
- c) WD TAP Fund Lengthman project:**
Cllr Woollacott reported that the local contractor had completed his Chapter 8 training and has commenced work - he is doing a very good job and local residents are very happy with what is being done. The paths at Harrowbeer Lane along the A386 down towards Grange Road are being cleared too. WD TAP Fund had originally granted £1800 (based on a quote from DCC Highways) and the works will come to a total of £1300.
- d)** Cllr Butland had attended a DALC meeting. The high number of Clerk vacancies in the county were discussed - there are approx. 20 vacancies which local councils are struggling to fill mainly due to the level of pay for what the role entails but the clerk's salary is a local council's largest expense. The Clerk explained that the role is a complicated one and that a clerk to even the smallest parish council has to have the same level of local council governance and finance knowledge as a clerk to the largest town council.
- e)** Cllr Cheadle and Butland attended DCC 'Tough Choices' public event recently presented by the leader of DCC, John Hart. The information provided was vague and not very useful.
- f)** Cllr Butland reported on a WD TAP Project that had purchased speed recognition signage. DCC Highways has the power to relocate such signage to where it thinks it is needed across the county so it cannot be assumed that such equipment will be solely used within the parish it was purchased for.
- g) Bere Ferrers Parish Council WD TAP Fund Proposal - Community Road Equipment:**
BFPC would like to put forward a WD TAP Fund bid for the purchase of community road equipment (appropriate tools, approved road signage, road cones), trailer and appropriate highways training with the aim for partnering parishes to be able take on minor highways maintenance/repair works. DCC Highways does have such equipment for community use but it is located in Okehampton, the aim is to hold such equipment locally. The cost of the equipment etc. is approx. £400. It was **AGREED** that BMPC did not agree that it was appropriate for volunteers to be carrying out highways maintenance/repairs, and that it not wish to participate in this bid. However, it was **AGREED** to support the application at the Link Committee meeting.

523/15

BERE FERRERS PARISH COUNCIL: INVESTIGATION INTO IMPROVEMENTS ON DENHAM BRIDGE ROAD

Bere Ferrers Parish Council has formed a Road Strategy Group (RSG) to look at a number of highway issues including the Denham Bridge Road which is shared with BMPC, with boundaries at the bridge. A Planning Inspector some years ago described the road as 'medieval' which no doubt was its origin. BFPC would like to know whether BMPC would like to work together with a view of securing some minor but important improvements to the road by DCC Highways.

BFPC's Neighbourhood Planning Group Public Survey highlighted this road as the problem of most significance to road users. Narrowness, blind corners, large vans, occasional over width lorries, sheer congestion, impossibility of passing oncoming traffic at times and most significantly the number of accidents, scrapes and

road rage etc.

The RSG has carried out a census of traffic over a 12-hour period in accordance with advice from DCC Highways and besides numbers, it gives the structure of traffic and the peak periods. A copy of the report was received and e-mailed to all Cllrs.

The next phase for the RSG is to examine the road and make a report to BFPC upon its recommendations which would then be taken forward to DCC Highways followed by discussions upon possible implementation.

BFPC asks if BMPC would like to meet and be involved in these discussions - it was **AGREED** for BMPC to support this initiative, Cllr Larkin volunteered to liaise with BFPC on behalf of BMPC (reports to be received from him at each Full Council and of course no action involving BMPC to be taken without prior approval by Full Council).

524/15 **TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD**

Cllr Cheadle reported on WDBC discussions on devolution and options to help them achieve their financial targets. Cllr Cheadle will be more informed at a later date once decisions have been made.

525/15 **DEVON ASSOCIATION FOR RENEWABLE ENERGY (DARE) - FEASIBILITY STUDY GRANT UPDATE**

Cllr Cheadle and Wood briefed Members on the energy group meeting held on Monday 30th November and the notes/figures prepared by DARE (attached as **APPENDIX 1**) on potential rental income for part use of Crapstone by Tamar Energy Community (TEC) for solar panels. There was discussion at length on the figures provided.

- One sixth Crapstone Field will be required which for a total system size of 100kW. This portion of land is viewed as two sites of 50kW. The commitment for using this portion of land will be at least 20-years and should not have any effect on any future use of the land. Council's only involvement in the project, if it decides to allow the site to be use, would be to rent the land to TEC. TEC would be responsible for all aspects of delivering the project including installation and all associated costs. TEC will be responsible for raising the funds to deliver the project.
- There is still no news on whether the application to pre-register the sites for a guaranteed Feed-in Tariff has been successful or not - it is hoped notification will be received by February. If the application is unsuccessful, the project viability will be affected.
- If Crapstone Field is not used, it does affect the financial viability of the other proposed project sites.
- The TEC Board will be responsible for delivering the project at the parish sites if it accepts the findings of the feasibility report and considers the sites and business case feasible. A mechanism for deciding how the 'community benefit' share will be distributed will need to be established. If the project goes ahead, any scheme will see small contributions to a community fund which will be spent on community projects in the parish.
- TEC will look for (at least) two members of the BM Energy Group to become TEC Board members in the near future.
- Once this project is complete, Council to consider whether the Buckland Energy Group, as a community group, should remain in situ (to promote the project locally and to discuss future community energy ideas).

526/15 **CRAPSTONE FIELD**

- a) **Update on MOD clarification of the date influence clauses within the land transfer document:** Following the last meeting, the MoD had been written to in order to seek clarification on whether any clauses in the land transfer document will come into effect should Council wish to use it for community renewable energy or submit to a SHLAA process. The MoD has now replied and confirmed that the clawback charge did indeed expire on 28th June 2014 and that it can be formally released. Council needs to arrange for its solicitors to prepare Land Registry forms DS3 and RX4 as well as preparing a confirmation statement that no 'Trigger Events' have taken place prior to the Termination Date. There will be a charge of £120 (inc. VAT) to cover the MoD's costs relating to this matter (as provided for within the Transfer (Second Schedule 12(d))). It was **AGREED** for the Clerk to arrange for a solicitor to prepare the required documents and for Council to pay the quoted MoD cost required by the MoD.
- b) **Preliminary discussion on the future of the land (continued - an ongoing agenda item) including discussion on use of the field for the Community Energy Project (solar panel installation) and discussion on putting the land forward to WDBC's second SHLAA process:**
 - i. Members discussed the potential rental income figures prepared by DARE should the land be

used for solar panels by Tamar Energy Community (TEC). BMPC's only involvement would be as land owner leasing the land to TEC should BMPC agree to lease the land to them. TEC would be responsible for installing the panels and for funding the installation - approx. one sixth of the land would be used for the next 20-years. Members discussed the matter at length and it was **AGREED** (by a show of hands, nine For and one Abstention) that, in principle, Council would be prepared to rent a portion of Crapstone Field to TEC **subject to** a satisfactory business case being put before Council. Council needs to have clarification that TEC would be applying for any planning permission that the solar panels may require on the land.

- ii. Cllr Challiss reminded all Members that the SHLAA process was only a feasibility study exercise in whether a piece of land is suitable for development or not. There is no obligation to develop the land and any decision to put the land forward into the SHLAA process does not mean that Council has decided to develop the land. After discussing the matter at length, it was **AGREED** to submit Crapstone Field to the forthcoming WDBC SHLAA process.

- c) **Private access points that have recently arisen into the field:** It would appear that no action has been taken by the property owners to remove or make unusable the gates they have installed into the field from their gardens following Council's letter drop to each property. The Clerk had drafted a second reminding property owners about the content of the first letter and advising that Council would have no option but to consider taking legal action should the gates not be removed. It was **AGREED** to issue this letter to the residents of Morley Drive concerned.

527/15 NEIGHBOURHOOD PLAN (NP)

- Cllr Cheadle is still trying to arrange a meeting between DNPA, WDBC and the NP group.
- The NP website is almost ready to be launched to the public - an article for the next edition of Moorlinks and details to be posted on Facebook.

528/15 DCC 'TOUGH CHOICES'

- a) 'How are budget savings affecting your community' public consultation ends 07/01/2016. No BMPC comment - Cllrs will comment as parishioners. Details have been posted on Facebook.
- b) 'Have your say on budget spending priorities' public consultation ends 29/01/2016. No BMPC comment - Cllrs will comment as parishioners. Details have been posted on Facebook.

529/15 BUCKLAND MONACHORUM VILLAGE COMMUNITY SHOP PROJECT

Cllr Wood gave an update on the community-led project:

- The project is progressing and a public meeting is being held in January, Devon Communities Together will be attending to answer questions.
- Buckland Chapel has drafted plans to incorporate a shop within the building.
- With regard to a village survey, survey results should be back in the new year. A steering group will be formed if the survey results show village support for a community shop.

530/15 COUNCILLOR TRAINNG

- Bere Ferrers Parish Council is arranging to give presentations on Locality, Planning and Standards (previously WDBC presentations) at its Council Chamber in Bere Alston - Cllrs from BMPC, Horrabridge PC and Gulworthy PC are invited to attend. Cllr Wood would like to attend - other Cllrs are interested but would like to see what dates are arranged before committing to attend.

531/15 YELVERTON PATHS IMPROVEMENT No update to give - an ongoing matter.

532/15 BMPC COMMUNICATIONS

- Copy is due for the next edition of Moorlinks magazine - articles on Yelverton paths clearance and introducing new Clerk to be included. Any other articles to be sent to Cllr Cheadle.
- If any Member would like an item posted on Facebook, please send it to Cllr Cheadle.

533/15 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

- Cllr Larkin is liaising with DCC Highways over a possible claim of highways land at Milton Combe. Cllr Larkin is due to meet DCC Highways Officer John Doswell to see if the land concerned is highways land or not.
- Cllr Cheadle reported parking problems at Yelverton Surgery. Cllr Woollacott reported that DCC Cllr Philip

Sanders and DCC Highways are aware of the situation and are considering what action can be taken to improve the situation.

- Cllr Woollacott reported that DCC Highways has undertaken hedge-cutting works and gully clearance along Yelverton highways.

534/15 REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS

- Footpath surveys have now been complete - Cllr Woollacott thanked all Cllrs.

535/15 CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES

The following list of correspondence was **NOTED**:

- 1) DCC Highways Annual Engagement survey (online survey - ends 13/01/2015).
- 2) HM Lord-Lieutenant of Devon - 'The Patron's Lunch street party at the Mall in 2016 the Queen's 90th birthday. Communities are being encouraged to arrange street parties across the UK too.
- 3) DCC - Community News Round-up.
- 4) Devon Communities Together - 'Village Green' e-magazine Winter editions.
- 5) Devon Remembers Project - invite to the Chairman to an event on 14th Jan 2016.
- 6) Healthwatch Devon December e-bulletin.
- 7) NHS Devon - 'Healthy People' e-newsletter.
- 8) DALC Newsletter Dec 2015.
- 9) Dartmoor Commoners - various communications.
- 10) Various e-newsletters.

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

536/15 ITEMS OF INFORMATION OR INTEREST FROM COUNCILLORS None

537/15 ITEMS FOR THE NEXT AGENDA

- Crapstone Field (as a play area).

538/15 FUTURE MEETING DATES

Wed 13th Jan: Planning Committee meeting at 7.30pm at Buckland Monachorum Village Hall (Committee Room) followed by a meeting of the Finance Sub-Committee at approx. 8pm

Tues 26th Jan: Planning Committee meeting at 7.00pm at Yelverton War Memorial Hall (Committee Room) followed by a meeting of Full Council at 7.30pm

The meeting closed at 9.25pm

Proposed Community Solar PV installation at Crapstone Field

Prepared by DARE's Andrew Shadrake:

The projection of estimated income does vary according to negotiation between BMPC and TEC, but this is not likely to give the biggest variation. I have assumed a 50/50 split of profit after all costs between the council and the community pot, rather than a negotiation, where the starting point is the going rate for rental per hectare for solar PV. This seems a more equitable approach. If the split is significantly different from 50/50, I imagine one party would decide not to proceed. Still, this approach must be agreed by TEC.

Assuming my approach is accepted, the income is likely to be affected by:

- 1. The cost of installation. CPI - this is likely to govern changes in income from the FIT and export, if the FIT review changes are implemented, and makes the biggest difference in later years.*
- 2. The price of power sold to the Caravan Park.*
- 3. Grid price change - which governs the change in the price of power sold to the Caravan Park. Baseline 4% (which I admit is optimistic for the next 2 years at least, I will be adjusting it).*

I have modelled the first 3 - all I could do in the time. I have a baseline scenario, then optimistic and pessimistic scenarios for each variable. Finally, I averaged the results of the optimistic and pessimistic scenarios. Table below summarising my conclusions:

Summary of possible rental income rates to the Council.

Scenario	Rent to council Year 1	Net Present Value of rent over 20 years
Baseline	£534	£23,999
Optimistic	£837	£37,600
Pessimistic	£402	£12,234

Notes:

1. Net Present Value is an estimate of the value at today's prices of the total rent over the 20-year term.
2. The baseline assumes the installation costs £1200 kWp, CPI from year 10 is 2% and power is sold to the Caravan Park at 8p kWh
3. The optimistic scenario is the average of the optimistic scenarios for installation cost, CPI rises from year 10, and local export price (to Caravan Park).
4. The pessimistic scenario is calculated in a similar way.
5. Most of the income in all scenarios comes from the 50kWp selling to the Caravan Park.
6. In some scenarios, the 50kWp which is entirely exported to the grid is unviable. This has dragged down the pessimistic average - in practice, that installation is unlikely to proceed, and so more rent should be earned than the pessimistic scenario shows.
7. There are other variables which have not been modelled, such as the annual grid price change (which the local sale price is tied to).
8. Two variables can be settled before the council signs a lease: the installation cost, and the base price of sales to the Caravan Park.
9. **PLEASE NOTE: This summary is provided as a guide, to enable the council to determine whether it is worthwhile applying for planning permission. It is a best estimate based on current information and actual figures will vary.**