

# DRAFT

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL (Committee Room)** on **WEDNESDAY** the **22<sup>ND</sup> JULY 2015** at **7.30pm**

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

**In Attendance:** Mrs D Ashton (Parish Clerk)

**272/15** **APOLOGIES FOR ABSENCE** were received from Cllrs Bolitho and Zaleski.

**273/15** **TO RECEIVE DECLARATION OF INTERESTS** None

**274/15** **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24<sup>TH</sup> JUNE 2015**  
It was **AGREED** to approve the minutes of the meeting held on 24<sup>th</sup> June 2015 without amendment.

**275/15** **TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES OF THE 24<sup>TH</sup> JUNE AND 8<sup>TH</sup> JULY 2015** It was **AGREED** to approve the minutes of the meetings held on 24<sup>th</sup> June and 8<sup>th</sup> July 2015 without amendment.

**276/15** **TO CONSIDER AND APPROVE THE GENERAL PURPOSES SUB-COMMITTEE MEETING MINUTES OF THE 8<sup>TH</sup> JULY 2015**

**Min 247/15(a) p. 939:** Cllr Larkin and Fowler have started to attend to the items listed. The swings and barriers at Crapstone Field do require a complete repaint, a large job which should be carried out by a contractor. **To be discussed at the next General Purposes Sub-Committee meeting in September.**

Crapstone Field in general will also be an agenda item for the next General Purposes Sub-Committee meeting in September.

**Min 247/15(b) p. 939:** Cllr Cheadle reported that Council has now received £9000 from Awards for All for new play kit at Buckland Monachorum play area aimed at older children. Supplied by Green Scheme, the new kit is called 'Aeroskate' and will replace the wooden agility beams at the far end of the play area - the wooden beams are reaching the end of their life and are due for replacement at some point. The money will also fund rubber safety matting for the new kit and the wooden jungle gym (replacing the old bark chip surface). Installation is due to take place sometime in September, volunteers will be required to help lay the rubber matting.

**Min 249/15(b) p. 939:** Cllr reported that once a formal quote has been received for removal of the tree, it will be brought to the Parish Council for consideration. Some money has been raised but it is unclear how much - the owner of Devon Tors is aware that Council does not have the money to subsidise this project if not enough money is raised to cover all the costs involved - the project will not proceed otherwise. Members were asked to consider options if the tree is not replaced. Should BMPC bother with erecting lights? Should a 'disposable' tree be obtained each year instead? **Site visit to be undertaken and to be discussed at the next General Purposes Sub-Committee meeting in September.**

**Min 251/15(b) p. 940:** The grant application to Tamar Valley AONB (TV AONB) for a new recycled plastic picnic bench and base has been successful, with £387.75 being awarded. However, subsequent to the application submission, Council has decided to place the bench directly on the grass which means an alteration to the application. TV AONB will need to be advised about the change and asked whether the amount awarded will change.

**Min 252/15(c) p. 940:** Site meeting with WDBC's Landscape Officer to be arranged for September. Current Clerk's successor to be invited if a new Clerk has been appointed by then.

**Min 254/15 p. 940:** Cllr Fowler is due to meet with an officer from DCC Highways shortly.

It was **AGREED** to approve the minutes of this meeting held on 8<sup>th</sup> July 2015 without amendment

**277/15** **TO CONSIDER AND APPROVE THE HUMAN RESOURCES SUB-COMMITTEE MEETING MINUTES OF THE 9<sup>TH</sup> JULY 2015**

Members discussed the minutes of this meeting at length and also budgetary information the Clerk had prepared. It was **AGREED**:

- i. To approve the budgetary information provided by the Clerk and create of a budget from General Reserves to cover the costs involved in employing a new Clerk.
- ii. The minutes, and recommendations therein, of the Human Resources Sub-Committee meeting held on 9<sup>th</sup> July 2015 be accepted and that the Sub-Committee goes ahead with the process as minuted. This includes creation of a budget from General Reserves to cover the costs involved in employing a new Clerk.
- iii. The Human Resources Sub-Committee has full delegated powers to conduct the process and appoint a suitable person.
- iv. At the meeting to shortlist applicants for interview, the Sub-Committee discuss and confirm the interview panel arrangements (panel to be a minimum of three but maximum of five).
- v. Full Council will meet on 25<sup>th</sup> August 2015 (following the Planning Committee meeting) to ratify an appointment.

With regard to consideration on a future permanent Parish Council office, Members to enquire about suitable premises and costs within the parish. Further discussion on this at the 25<sup>th</sup> August 2015 Council meeting and the Finance Sub-Committee to consider further at is budget setting meeting in November.

**278/15** **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	5.00
102054	J Rendle	BM grounds maintenance June 2015	760.00
102055	Perfect Pastures	Yelv grounds maintenance June 2015	381.71
102056	Andrew Creber	Parish footpaths - 1 <sup>st</sup> strim	850.00
102057	J Rendle	BM play area fence repair	52.50
102058	YWMH	Hall hire 16/24 June 2015	30.00
102059	DCC LGPS	Employee pension	209.94
102060	HMRC	NI contributions	32.02
102060	HMRC	NI contributions (April payment returned to bank 11/05/2015)	32.02
102061	D Ashton	Clerk's net salary	736.81
102061	D Ashton	Council admin	113.86
102062	R Turner Associates	Annual play kit inspection / RA 2015/16	65.00

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

<b>Current a/c:</b>	23/06/15	DC	1,354.74	VAT refund
	13/07/15	CHEQUE	10.00	Churchtown Meadow grazing 2015/16
<b>Savings a/c:</b>	02/07/15	DC	100.00	Crapstone field rent - July 2015
	17/07/15	DC	9,000.00	Awards for All grant (new play kit at BM play area)

**b) Exclusive Right of Burial Refund Request:**

The owner of a Right of Burial has recently passed away and the executor of the estate has enquired about surrendering the plot back to BMPC as it not required by the family. The Exclusive Right of Burial was purchased in 1964 (for £10 0s 0d). It was **AGREED** to offer a refund of £50.

**c) External Audit Report 2014/15:**

The external audit of the Annual Return 2015 has been completed and returned to advise that in the opinion of the external auditor, the information is in accordance with proper practices and no matters

have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

However, the external auditor wishes to draw the following to Council's attention:

*'The council completed Section 2 of the Annual Return, the annual governance statement, on 28<sup>th</sup> April 2015 and has responded 'Yes' to assertion 6 confirming that the council has maintained throughout the year an adequate and effective of internal audit of the council's accounting records and control systems.*

*Section 4, the internal auditor's report, was completed by the internal auditor on 2<sup>nd</sup> June 2015, 35 days after the council gave a positive response to assertion 6 on Section 2 of the Annual Return.*

*If the council gives a positive response to assertion 6 before the independent internal auditor has completed their report at Section 4, the council must be able to explain on what basis it was appropriate to give a positive response to the assertion that it has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.'*

The internal auditor had been contacted for guidance on this and to see if other local councils have received the same comment as this cannot be unique to BMPC. The timing of other local council meetings, especially much smaller ones which meet every two months, and their internal audits make this a common situation.

The internal auditor's view is that Council is able to answer yes to assertion 6 of Section 2 as the period of internal audit for BMPC commences in January and is completed after year end. The purpose of the internal audit is to test Council's financial procedures and Council's compliance to governance.

**d) LGPS Employer Discretions Policy:**

Under the Local Government Pension Scheme Regulations 2014, all employers who participate in the LGPS are required to formulate, publish and keep under review a discretions policy. The Clerk had drafted a policy - it was **AGREED** to approve and adopt this policy (attached as **APPENDIX 2**) and for the policy to undergo regular review as necessary.

**279/15** **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Cllrs Butland and Woollacott reported on the following:

- 9<sup>th</sup> July Southern Parish Links Committee (SPLC):
  - Lydford and Dartmoor Forest Parish Councils have applied for £13,800 of WD Tap Fund for interactive speed signs. As no other councils had been asked to participate in this project, consideration of this application had been deferred to the 9<sup>th</sup> September meeting to give time to share project details. It was **AGREED** for BMPC to ask to join this project as these signs would be beneficial in Crapstone. Cllr Wood to contact Lydford and Dartmoor Forest Parish Councils.
  - The next deadline for WD TAP Fund application is September. Cllrs Wood and Bolitho are currently working on a village hall project.
  - It is unlikely that there will be a WD TAP Fund for 2016/17.
  - WDBC has seen a reduction in staffing levels, mainly call centre and planning. The main switchboard is now in the South Hams.
  - Peak Hill Bridge (for walkers and cyclists) will officially open in August.
- Southern Parish Links Committee (SPLC) Lengthsman Project WD TAP Fund application:

Still an ongoing matter as Dartmoor Forest Parish Council is concerned about the cost of the contractor Cllr Woollacott will ask Dartmoor Forest Parish Council if it would like to withdraw from the project. Lifton Parish Council has withdrawn from the project as it had received a donation to pay for the work which has now been completed. Cllr Woollacott will need to check with WDBC on whether withdrawal of Lifton and Dartmoor Forest Parish Councils will affect BMPC's position. If the project can continue, work to the path from Binkham Hill to Woodman's Corner will be carried out first then Clonway to Harrowbeer.
- It is unlikely that there will be a WD TAP Fund for 2016/17.

**280/15** **TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD**

Cllr Cheadle reported that:

- WDBC have introduced Locality Officers who will be 'on-the-road' staff connected by technology. These officers are each allocated an area, covering four or five parishes, within the borough. These officers will be able to provide direct help and support to the community.
- There are 31 WDBC Cllrs - 29 Conservatives and 10 Independents.
  - A Hub Committee exists consisting of Lead Members each with a responsibility for WDBC's services.
  - Separate internal and external scrutiny and overview committees exist. Cllr Cheadle sits on the external committee.
- Cllr Cheadle is determined for parish matters to be heard by WDBC.

## 281/15 **COUNCILLOR TRAINING**

- a) WDBC is organising a town/parish council training event for Tuesday 1<sup>st</sup> September 2015. Cllr Bolitho and Cheadle will be attending.
- b) There will be WD TAP funded Cllr/Clerk training again this year. It is anticipated that courses will start in September - more details are due to follow.

## 282/15 **REPORT ON A MEETING WITH A REPRESENTATIVE OF MARISTOW ESTATE (YELVERTON CAR PARKS; CYCLING ALTERNATIVES TO THE A386 AND PROGRESS WITH THE PEDESTRIAN ACCESS AT YELVERTON)**

Since the last meeting, Mr Joe Hess (representing Maristow Estate) had provided a statement on the car parks at Leg O'Mutton and St Paul's Church, Yelverton:

*'Maristow Estate has ended the current contract with the parking enforcement company administering the car parks at Yelverton (Leg O'Mutton and St Paul's Church). The pay and display charges are therefore currently suspended until further notice. This decision by the Estate is in conjunction with a full review of the Estate's landholding in the area.*

*Maristow Estate has reserved the right to reintroduce parking charges in the future as the car parks are an unsustainable liability in the longer term. The Estate and Parish Council (and other stakeholders) are in early stages of consulting over ideas that may be encapsulated within the emerging Neighbourhood Plan which could also provide part of the long term solution and strategy for improvements in community car parking.'*

It was **AGREED** for Council to have an informal non-committal discussion with Maristow Estate on how these car parking areas are to be maintained and for options to be presented to Council. Cllrs Cheadle, Davis, Larkin and Woollacott will arrange to meet with Maristow Estate and report back at the next meeting.

## 283/15 **WDBC SHLAA: LAND AT CRAPSTONE WITH POTENTIAL FOR FUTURE DEVELOPMENT - BMPC CONCERNS AND PRIORITIES**

An article was published in the last Moorlinks magazine calling for sites within the parish. Any sites put forward to BMPC to be discussed by the Planning Committee.

## 284/15 **NEIGHBOURHOOD PLAN (NP)**

- As part of the NP, there will be discussions on whether there are any viable alternatives to the A386 for cyclists.
- Funding has been received for two bits of NP work:
  1. NP website.
  2. Paid consultancy work to see if would be possible for WDBC and DNPA housing policies to 'marry-up' as the parish is currently affected by two different housing policies. Meetings being arranged with DNPA and WDBC officers.
- A draft NP has been produced which is currently being sifted through by the NP group to see if it is fit to pass to BMPC for adoption. It is important for the NP group to maintain ownership of the NP until it is happy for it to be passed on. It will then be for BMPC to take it forward.

## 285/15 **DEVON ASSOCIATION FOR RENEWABLE ENERGY (DARE) - FEASIBILITY STUDY GRANT UPDATE**

Cllrs Wood and Cheadle reported on the Tues 14<sup>th</sup> July 2015 public meeting. It had been well attended and a number of local residents had signed-up to either receive further information or be involved.

DARE aims to have prepared a list of suitable sites by 14<sup>th</sup> September - this is likely to include Crapstone Field. Council to discuss this list of sites at its September meeting.

The Clerk had distributed the second project progress report from DARE along with a revised project timeline

(attached as **APPENDIX 1**).

An invoice from DARE for the feasibility study second stage payment of £3,950 had been received.

It was **AGREED** to accept and approve the:

- a) Second project progress report from DARE.
- b) Revised project timeline
- c) Payment of DARE's invoice for the feasibility study second stage payment of £3,950 (cheque 102063).

Meetings are due to be arranged in September for DARE to speak with the local farming community.

**286/15** **USE OF THE PARISH MEADOW FOR A BUCKLAND MONACHORUM VILLAGE EVENT**

Buckland Monachorum residents would like to hold a community event next summer. There are no definitive plans as yet - Cllr Wood will bring more details to Council before a final decision is made.

**287/15** **YELVERTON PATHS IMPROVEMENT** Nothing to report.

**288/15** **BMPC COMMUNICATIONS**

- The Parish Council's Facebook page continues to do well.
- The next edition of Moorlinks is due to be published 28<sup>th</sup> July 2015. Cllr Cheadle to co-ordinate articles.

**289/15** **HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS** None

**290/15** **REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**

- Despite having the first trim, the brambles are growing fast along the footpaths. Cllrs will snip them back when seen.

**291/15** **CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

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

**1)** D&C crime stats from 1<sup>st</sup> June 2015 to 28<sup>th</sup> June 2015:

- 3 x Theft of unattended and insecure trailer, Theft of purse from a tent, Theft of rucksack from a tent
- 1 x Burglary at Crapstone
- 1 x Attempted Burglary at Crapstone - no entry gained
- 1 x Use of Threatening Words or Behaviour - Road Rage incident in Denham Bridge

With the warmer summer evenings, please can everyone be mindful of still maintaining their vigilance and securing their properties.

- 2)** P3 newsletter July 2015
- 3)** WDBC SPLC - 9<sup>th</sup> July meeting notes
- 4)** Dartmoor Policing Newsletter May and June 2015
- 5)** WD CAB newsletter July 2015
- 6)** DNPA Forum meeting notes (November 2014)
- 7)** DALC - result of DALC County Committee ballot for WD area (Dave Butland, Gay Hill and Christine Marsh)
- 8)** Devon Senior Voice newsletter summer 2015
- 9)** Devon Healthwatch newsletter summer 2015
- 10)** DALC newsletter July 2015
- 11)** 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.*

**292/15** **ITEMS OF INFORMATION OR INTEREST FROM COUNCILLORS** None

**293/15** **ITEMS FOR THE NEXT AGENDA** None

**294/15** **FUTURE MEETING DATES**

Following discussion on changing the day that Full Council meets, it was **AGREED** to continue meeting on the fourth Tuesday of each month.

# DRAFT

- Wed 12<sup>th</sup> Aug: Planning Committee meeting at 7.30pm at Milton Combe Village Hall
- Fri 14<sup>th</sup> Aug: Human Resources Sub-Committee meeting (time and venue tbc)
- Tues 25<sup>th</sup> Aug: Planning Committee meeting at 7.30pm Buckland Monachorum Village Hall followed by a meeting of Full Council to ratify the appointment of a new Clerk

The meeting closed at 9.20pm