

DRAFT

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at
CLEARBROOK VILLAGE HALL on **TUESDAY** the **24TH NOVEMBER 2015** at **7.30pm**

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

In Attendance: Mrs D Ashton (Parish Clerk)

462/15 **APOLOGIES FOR ABSENCE** were received from Cllrs Bolitho, Davis, and Fowler.

463/15 **TO RECEIVE DECLARATION OF INTERESTS**

Cllr Wood declared a pecuniary interest in the item relating to a community shop project at Buckland Monachorum. Cllr Wood would explain the background of the project and would be available to answer any questions Members had but she would take no part in any discussion or decision-making relating to the item.

464/15 **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27TH OCTOBER 2015**

It was **AGREED** to approve the minutes of the meeting held on 27th October 2015 without amendment.

465/15 **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 11TH NOVEMBER 2015**

It was **AGREED** to approve the minutes of the meeting held on 11th November 2015 without amendment.

466/15 **TO CONSIDER AND APPROVE THE FINANCE SUB-COMMITTEE MEETING MINUTES OF THE 11TH NOVEMBER 2015**

It was **AGREED** to approve, without amendment, the minutes of the meeting held on 11th November 2015 and the recommendations contained therein including approval of a provisional budget and precept for 2016/17 both of which will be subject to further consideration at the next Sub-Committee meeting, along with information from WDBC on the 2016/17 Council Tax Support Grant and tax base figures. The next meeting to be held on Tuesday 19th January at 7.30pm (venue to be confirmed) to finalise 2016/17 budget and precept - precept figure to be applied for to be approved by Council at its 26th January 2016 meeting as the deadline for precept application is the end of January.

467/15 **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
102102	Perfect Pastures	Yelv grounds maintenance Oct 2015	381.71
102103	J Rendle	BM grounds maintenance Oct 2015	760.00
102104	WDBC	Bin emptying Apr - Sept '15	364.00
102105	Certitude Ltd	Bus shelter cleaning	50.00
102106	D Butland	Travel to Super Link meeting	18.90
102107	SLCC	Clerk job ad - SLCC website	90.00
102108	Tavistock Times	Clerk job ad 05/11/2015	146.55
102109	YWMH	Hall hire Oct 2015	21.00
102110	BMVH	Hall hire Jun/Aug 2015	42.00
102111	Tavistock Times	Clerk job ad 19/11/2015	146.55
102112	HMRC	HMRC NI/Tax contributions*	503.78
102113	DCC LGPS	Employee pension*	559.75
102114	D Ashton	Clerk's net salary*	1,701.54
102114	D Ashton	Council admin	102.85

*27/10/2015 Full Council meeting - approval of HR Sub-Committee recommendation to increase Clerk's salary to SCP 28, backdated to 1st April 2015, following a job profile evaluation. As a result of the salary increase and backdated pay, the HMRC and pension scheme contributions (both employer and employee) are affected. Month 8 contributions are high for this month only due to the one-off backdated pay lump sum for the period 01/04/2015 to 31/10/2015.

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

Current a/c:	TBB	CHEQUE	150.00	Interment - Plot A5-8
	TBB	CHEQUE	130.00	New memorial - Plot F5-11
	TBB	CHEQUE	130.00	New memorial - Plot D5-8
	TBB	CHEQUE	150.00	Interment - Plot G4-3
	TBB	CHEQUE	75.00	ExRoB/Interment/New memorial - GoR 22 (Clerk's discretion on fee due to burial circumstances)
Savings a/c:	05/11/15	DC	100.00	Crapstone field rent - Nov 2015
	23/11/15	DC	480.00	Contribution to Yelverton r/bout grass-cutting

468/15 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (INCLUDES UPDATES ON WD TAP FUND PROJECTS)**

a) **WD TAP Fund Lengsthman project:**

Cllr Woollacott reported that a local contractor is due to complete Chapter 8 training and has quoted £950 for the clearing of the Yelverton Path (Woodman's Corner to Binkham Hill). DCC had originally quoted approx. £1,800 for the same work - it had been very difficult to obtain a response from DCC's Highways contractor to progress the work. Maristow Estate wishes for all the debris to be removed, the contractor will quote for debris removal. The contractor will be asked to undertake the work once he is qualified. The other partnering parishes are also interested in using the services of this contractor.

b) Cllr Butland had attended a parish charities meeting. No applications for funding had been received so the committee has agreed to offer a grant to the Tavistock foodbank as it supports all parishes in the local area.

Cllr Woollacott had given an update on the WD TAP Fund Lengsthman project earlier during a question to Cllr Sanders.

469/15 **TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD**

Cllr Cheadle reported that Devon and Somerset authorities are in the process of discussing a joint bid in order to secure more devolved powers from central government. 19 authorities (including the two National Parks) across the two counties would merge to form a large 'super-authority'. It is felt that this 'super-authority' would be more efficient and would be able to run better services.

470/15 **CRAPSTONE FIELD**

a) **Update on MOD clarification of the date influence clauses within the land transfer document:** Further to **Min 429/15**, the Clerk had enquired with MoD estates about the ambiguous 20-year clause in the land transfer document. No clarity had been received in the MoD estate's reply, only to say that the Parish Council should write to the MoD with its plans to see if Secretary of State consent is required or not. DARE's Andrew Shadrake has inspected the document to see if the energy project's use of the land would be affected - Mr Shadrake advises not. It was **AGREED** for the Clerk to obtain paid legal advice on the clause of concern - by next Full Council.

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. If the land is 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. Part of the criteria for obtaining a fixed feed-in tariff was that the project must be completed within one year of applying i.e. if the land is to be used, the panels must be installed by 30th September 2016. It was felt that before BMPC can make a decision on allowing the field to be used for community energy, there needs to be a discussion with TEC and DARE on the terms and conditions of the lease including agreeing an appropriate level of rent - Members involved in the project to discuss with TEC and DARE for the next Full

- Council meeting in order for Council to make a decision.
- ii. The SHLAA will be open for approx. six weeks - Council to make a decision at the 15th December meeting on whether to put Crapstone Field forward or not. The SHLAA being 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.
- c) **Private access points that have recently arisen into the field:** Two properties of Morley Drive backing onto the field had installed gates in their boundary fence to give them access from their gardens into the field. No permission had been sought at all from the Parish Council to do this and no property has right of access into the field from their back garden. The Clerk has written to all properties backing onto the field informing them of this and requesting those that have created gates to remove or block up the access points. No resident has been in touch with Council since the letters were delivered and no action has been taken to remove or block the gates. Clerk to draft a further letter warning legal action will be taken if it is not shown that gates are removed/blocked. Cllr Zaleski will try and speak with the homeowners concerned in the meantime to explain again the situation.

471/15 **NEIGHBOURHOOD PLAN (NP)**

Cllr Cheadle is still trying to arrange a meeting between DNPA, WDBC and the NP group.

472/15 **DEVON ASSOCIATION FOR RENEWABLE ENERGY (DARE) - FEASIBILITY STUDY GRANT UPDATE**

Cllr Cheadle and Wood briefed Members on the energy group meeting held on Monday 9th November. Notes from the meeting as follows:

- a. Although an application to pre-register the sites has been made, it is not known whether this has been successful (or when it will be known). The group will plan on an assumption that they will be pre-registered and qualify for the current FIT (12.6p/KWhr).
- b. The Government *could* pull the rug from FITs at the CSR - we will know by end of November.
- c. The plan is that the six sites (two field and four roof sites) will join TEC's nine sites and all 15 will become a single project.
- d. TEC will look for (at least) two members of the BM Energy Group to become TEC Board members in the near future. Volunteers will be sought at the next meeting (30th November).
- e. The TEC Board will then be responsible for delivering the project to include '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.
- f. TEC is applying for RCEF funding which, if granted, will significantly aid the funding requirement for the preliminary work required. If RCEF funding is not forthcoming, the project can only go ahead if alternative funding is identified.
- g. The Buckland Energy Group will consider if it requires to remain in situ (to promote the project locally) at the 30th November meeting.
- h. Further discussion required on whether the caravan site could be used to house panels (rather than Crapstone field).
- i. BMPC will decide whether to devote a part of the field at its meeting on 24th November.
- j. Need to find out who 'owns' the Buckland Village Hall roof and Yelverton Memorial Hall.
- k. DARE's Andrew Shadrake will feed back a suggested 100KW field layout in time for the BMPC meeting on 24th November.

473/15 **'GET UP TO SPEED' BROADBAND PROJECT**

'Get up to Speed' is a fully funded service aimed at helping communities and businesses understand and make the most of the benefits of faster broadband. The service is part of the Connecting Devon and Somerset programme and is an essential part of securing future economic growth for the region.

The 'Get up to Speed' team delivers free talks and workshops to boost digital skills throughout the whole of Devon and Somerset. As part of the phased rollout programme, events are being run in the Walkhampton area and surrounding communities - the team has enquired whether events could be arranged within Buckland Monachorum parish.

Members discussed that a Council meeting may not be a suitable platform for such an event due to the length of time required but it was felt that the Annual Parish Meeting would be an ideal opportunity for such a talk – Clerk to invite a member of the team to the APM.

474/15 **DCC 'TOUGH CHOICES'**

- a) 'How are budget savings affecting your community' public consultation ends 07/01/2016 - deferred to 15th December Full Council meeting, details to be posted on Facebook.
- b) 'Have your say on budget spending priorities' public consultation ends 29/01/2016 - deferred to 15th December Full Council meeting, details to be posted on Facebook.
- c) Public meeting with DCC Leader John Hart on Wed 09/12/2015 7pm to 9pm at Tavistock Town Hall – Cllr Cheadle will be attending. Cllrs Butland, Wood and Woollacott would like to attend – Clerk to notify the event organisers.

475/15 **BUCKLAND MONACHORUM VILLAGE COMMUNITY SHOP PROJECT**

Council invited Cllr Wood to give background information on the project:

There has not been a village shop for over a decade and a small group of villagers have formed a committee to investigate the feasibility of opening a community shop. The group has decided that its first action is to establish whether there is a need for a shop and has drafted a survey which it would like to distribute to every household in the village. The group asks if the Parish Council would contribute to the printing costs of the survey - the total printing costs will be in the region of £21.

The group is working with Devon Communities Together on how the project needs to proceed.

Cllr Wood took no part in the consideration and decision-making on whether Council should support the group.

It was felt that the project was a good idea and it was **AGREED** to support the project. It was **AGREED** to fund the whole printing cost - the printer to invoice the Parish Council directly

476/15 **COUNCILLOR TRAINING**

- No forthcoming courses to bring to the attention of Members.
- There is free training on-line available - Clerk to share link with all Members.

478/15 **YELVERTON PATHS IMPROVEMENT** No update to give - an ongoing matter.

479/15 **BMPC COMMUNICATIONS**

Members to think about suitable articles for the next edition. If any Member would like an item posted on Facebook, please send it to the Clerk or Cllr Wood.

480/15 **HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

- Several potholes have been filled at Yelverton shops car park but one very large one has been missed as it is in a car parking bay in front of the Co-op store - inaccessible to fill if a car is parked there. The Clerk will report it again if a Member could take a photograph to send with the report - Cllr Cheadle to arrange this.

481/15 **REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**

- Footpath surveys are in the process of being carried out by Cllrs.
- Most footpaths are generally in a good state.

482/15 **CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

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

- 1) WDBC - Agenda Southern Parishes Link Committee meeting 2nd December 2015.
- 2) Tamar Valley AONB - Community Orchards.
- 3) D&C crime Stats for Buckland Monachorum Parish for Oct 2015:
 - 2 x ABH (Domestic Related)
 - 1 x Theft of bicycle
 - 1 x Common Assault (Domestic Related)

The Crapstone NHW is still going very strongly and the Co-Ordinator is doing an excellent job.

- 4) D&C crime Stats for Buckland Monachorum Parish for Nov 2015:
 - 1 x Theft of Mobile Phone (victim had dropped it - when they went back to look for it, it had gone)
 - 1 x Theft of Agricultural Pick Up Truck
 - 1 x ABH
- 5) D&C Police & Crime Commissioner November 2015 report.

- 6) DCC - Devon Local Flood Risk Management update.
- 7) DCC Highways - new banners and decorations procedure.
- 8) Devon Remembers Heritage Project Update November 2015.
- 9) Devon Senior Voice Autumn 2015 newsletter.
- 10) Devon Healthwatch Autumn 2015 newsletter (and e-newsletter).
- 11) DALC Newsletter November 2015.
- 12) Dartmoor Commoners - various communications.
- 13) 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.

483/15 ITEMS OF INFORMATION OR INTEREST FROM COUNCILLORS

- Cllr Cheadle will be attending the forthcoming DNPA Forum Meeting at Parke.
- Cllr Wood reported that a number of local residents are regularly parking in the cemetery car park and there is another issue of drivers speeding into the car park - the neighbouring landowners to be asked to keep the gates shut. **For the next General Purposes Sub-Committee meeting.**

484/15 ITEMS FOR THE NEXT AGENDA None

485/15 FUTURE MEETING DATES

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| Tues 1 st Dec | General Purposes Sub-Committee meeting at 7.30pm at Yelverton War Memorial Hall (Committee Room) |
| Mon 7 th Dec | Human Resources Sub-Committee meeting at Yelverton War Memorial Hall (Committee Room) to follow the interviews for the Parish Clerk vacancy. Press and public will be excluded due to the confidential nature of the business to be transacted (staffing matter) |
| Tues 15 th Dec: | Planning Committee meeting at 7.00pm at Clearbrook Village Hall followed by a meeting of Full Council at 7.30pm |

The meeting closed at 9.12pm