

# DRAFT

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **TUESDAY** the **28<sup>TH</sup> APRIL 2015** at **7.30pm**

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

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

**137/15** **APOLOGIES FOR ABSENCE** None

**138/15** **TO RECEIVE DECLARATION OF INTERESTS**

Cllrs Britton, Bolitho, Cheadle and Wood declared a non-pecuniary interest in discussion relating to Buckland Food Growers' sheep in the Parish Meadow as they were members of the group.

**139/15** **REPORT ON THE ELECTION OF PARISH COUNCIL MEMBERS AND DETAILS ON CO-OPTION OF MEMBERS**

WDBC has now published a notice of uncontested election for BMPC - 10 seats have been filled. The two seats remaining must be filled by co-option by 26 June - if the vacancies have not been filled by then, WDBC must be informed. DALC advised that the casual vacancies can be advertised now - adverts have been posted around the parish. Three enquiries received and one application received following that enquiry. Co-option to take place at the May meeting.

**140/15** **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24<sup>TH</sup> MAR 2015**

It was **AGREED** to approve the minutes of the meeting held on 24<sup>th</sup> March 2015 without amendment.

**141/15** **TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES OF THE 24<sup>TH</sup> MAR AND 8<sup>TH</sup> APR 2015**

It was **AGREED** to approve the minutes of the meetings held on 24<sup>th</sup> March and 8<sup>th</sup> April 2015 without amendment.

**142/15** **FINANCE**

The Clerk circulated a finance report to Members which included the recent bank reconciliation - **NOTED**. Cllr Cheadle 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
102014	DALC	2015/16 subscription	620.17
102015	MRB Gardening Services	BM grounds maintenance - Mar 2015 invoice	1,000.00
102016	M Fowler	Spare BMPC Xmas light bulbs	58.15
102017	Tavy Signs	NP - parish map banner	40.00
102018	Perfect Pastures	Yelv grounds maintenance Mar 2015	381.71
102019	WDBC	Emptying parish bins 01/10/14 to 31/03/15	214.50
102020	WDBC	Contribution to Yelv toilets	2,849.00
102021	R Cheadle	NP - reimbursement for Parish Ramble costs	206.54
102022	BMVH	Hall hire 14 Jan and 11 Mar 2015	30.00
102023	Netguides	BMPC website fee 2015/16	180.00
102024	Buckland Chapel	NP - Parish Ramble lunch rolls	30.00
102025	BFG	NP - Parish Ramble lunch	90.00
102026	DCC LGPS	Employee pension	209.94
102027	HMRC	NI contributions	32.02
102028	D Ashton	Clerk's net salary*	736.81
102028	D Ashton	Council admin (inc. printer ink and dog waste spray)*	185.69

*\*Please note:*

- From 1<sup>st</sup> April 2015, Clerk's salary has increased by 2.2% - agreed by Council Nov 2014.
- Increase of Clerk's 'Home as Office' by £150pa - agreed by Council Feb 2015.

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

<b>Current a/c:</b>	01/04/15	CHEQUE	750.00	ExRoB and Interment of ashes at plot G5-3
	01/04/15	CHEQUE	300.00	ExRoB only - plot E3-14
	01/04/15	CASH	25.00	Donation from Dartmoor Bakery for picnic benches
	01/04/15	CASH	15.00	Picnic bench fundraising
<b>Savings a/c:</b>	30/03/15	DC	150.00	TV AONB 'HH4H' - Parish Ramble refreshments
	07/04/15	DC	100.00	Crapstone field rent - Apr 2015
	16/04/15	DC	575.00	WDBC Community Grant - log train BM play area
	20/04/15	DC	19,750.00	Community Energy Feasibility Study Grant
	27/04/15	DC	21,488.50	WDBC - Precept 1st instalment <i>Possible payment error by WDBC - instalment does not match amount due of £21,360.50</i>

**b) Insurance renewal:**

- The Clerk had an insurance review meeting with insurer on 27<sup>th</sup> Apr to go through Council's insurance needs.
- The current insurance long term agreement with Came and Company is due to expire 31<sup>st</sup> May 2015.
- Quotes will be obtained and a summary of cover on quotes received will be presented at the May meeting in order for Council to approve one of the quotes.

**c) Accounts and Annual Return 2014-15:**

Copies of the summary of the accounts, supporting notes, bank reconciliation and Annual Return 2015 form were circulated to all Members. Following consideration of the papers and figures, it was **AGREED** to approve:

- i. The 2014-2015 summary of accounts and for them to be signed by the Chairman of the meeting and Clerk.
- ii. The bank reconciliation as at 31<sup>st</sup> March 2015 and for it to be signed by the Chairman of the meeting and Clerk.
- iii. Sections 1 and 2 of the Annual Return 2015 and for them to be signed by the Chairman of the meeting and Clerk.

**143/15 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

The following was reported by Cllrs attending meetings of outside bodies:

- Southern Parish Links Committee (SPLC) - Lengthsman Project WD TAP Fund application:  
The application has been approved subject to certain conditions and the lead Council must pay for the whole of the project on receipt of the invoice. The lead Council must then apply to WDBC to claim the grant. The main condition of the grant is that BMPC must demonstrate it has tried to source cheaper quotes from Chapter 8 qualified contractors before instructing DCC Highways contractors to carry out the work. There was concern that the conditions being set and that BMPC would have to oversee all the work on the other parishes which would make the project unfeasible. Cllr Woollacott to discuss this further with the Grants Officer concerned and report back at the next meeting, and check that the DCC Highways figure quoted is still valid. If the matter is not resolved then BMPC to write to WDBC expressing disappointment that the process makes it difficult for communities to get things done.
- Cllrs Wood and Davis are helping the Buckland Monachorum bread-making group move forward. A community kitchen is going to be established in the Chapel with a bakery in the basement. Grant applications to fund the project are being prepared.

**144/15 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)**

Meeting with ME due to take place on 30<sup>th</sup> April. Discussion will include whether ME would be open to the possibility of the Parish Council taking over its car parks at St Paul's church and Leg O'Mutton.

**145/15 REPORT ON A MEETING WITH A REPRESENTATIVE OF THE COMMUNITY LAND TRUST**

Cllrs Britton, Challiss and Wood met with representatives of the CLT to discuss community affordable housing projects in the parish. The CLT do offer support but it would be up to the community to form a community

land steering group who own the land to be developed and it does not usually get involved with self-build projects. The first stage in such a project for the Parish Council would be to hold a public meeting to if parishioners would be interested in forming a community land steering group.

- 146/15** **DISCUSSION ON A SITE FOR COMMUNITY SELF-BUILD AND WHETHER A 'CALLING NOTICE' SHOULD BE ISSUED FOR SITES MISSED IN THE SHLAA PROCESS** A local landowner had recently approached the Parish Council to put forward a plot of land - the landowner had been unaware of the recent WDBC SHLAA process. Cllr Cheadle thought other landowners may have missed the SHLAA too and spoke to WDBC to discuss this. WDBC's view is that BMPC could consider the site put forward in the same way that had WDBC considered site put forward to them. It was discussed at length whether BMPC itself should open a SHLAA process and then pass sites put forward and its views on those sites onto WDBC and DNPA. It was **AGREED** for the Neighbourhood Plan Group to initiate this with the Parish Council's Planning Committee to consider sites put forward - articles inviting landowners to put forward sites to be published in local newsletters etc.
- 147/15** **WDBC SHLAA: LAND AT CRAPSTONE WITH POTENTIAL FOR FUTURE DEVELOPMENT - BMPC CONCERNS AND PRIORITIES** Cllrs due to meet with the landowner on 29<sup>th</sup> April to discuss local concerns. Martin Parkes (Devon Communities Together) will also be attending as he will be undertaking a study of Yelverton Business Park as part of the NP evidence gathering process (£3000 quoted and to be funded by a Locality Grant). A re-drafted 'Our Plan' have not yet been prepared by WDBC as all the comments they received are still being collated and analysed.
- 148/15** **NEIGHBOURHOOD PLAN (NP)**  
No update on the NP. Cllr Woollacott thought the NP should include an aspect on housing development design - this can be consulted on at a later date.
- 149/15** **CRAPSTONE FIELD**  
Members discussed two clauses in the deed - a clawback clause which meant the MoD had to be given a certain percentage of any 'profit' made from any sale of the land within 15 years of Council purchasing it (terminating 28th June 2014) and a clause which stated that permission must be sought from the Secretary of State prior to the sale of the land within 20 years of Council purchasing it (terminating 28th June 2019). In the file, there was no further clarification on why this second clause was included and it would require a legal professional to deal with this. There is no immediate need to take action and Council has no plans for the moment to sell the land as it is exploring various options for other community use of the land.
- 150/15** **TO DISCUSS DE-WARDING THE PARISH (FOLLOWING CHANGE IN BOUNDARY OF BOROUGH WARD OF BUCKLAND MONACHORUM)**  
Cllr Cheadle enquired with WDBC about this - they are investigating the procedure and will advise Council in due course.
- 151/15** **DEVON ASSOCIATION FOR RENEWABLE ENERGY (DARE) - FEASIBILITY STUDY GRANT UPDATE**  
The grant to fund a community energy scheme feasibility study has been received. DARE suggests forming a community group of at least six people (any member of the community) to initiate the feasibility study project and arrange a community event.  
  
Cllrs Cheadle, Bolitho, Wood and Fowler volunteered to be part of the group. Parishioners to be invited to join - an article to be published on Facebook and in local newsletters. Cllr Fowler said the school is keen to be involved.
- 152/15** **BMPC COMMUNICATIONS**
- The Parish Council's Facebook page continues to do well.
  - Agreed articles for the next edition of Moorlinks:
    - Casual Vacancies.
    - Community Energy - Council obtaining a grant to fund a feasibility study into whether a community energy scheme would be possible in the parish.
    - Plastic in the cemetery.
    - Neighbourhood Plan update.

## 153/15 PARISH COUNCIL PROJECTS: ORGANISATION OF PROJECTS AND FUNDRAISING

Cllr Woollacott outlined eight guideline points to follow when arranging a project fundraising event (based on DCC P3 guidelines):

1. Have good knowledge of the project and its aims.
2. Parish Council approval of project and fundraising.
3. Visit venue at least three times before event to plan and understand layout.
4. If attending an existing event to promote your project, estimate the increase of footfall your project attendance will have - a third is a good guideline.
5. Seek local businesses to support event.
6. Create cheap/entertaining competitions and have prizes.
7. Announce winner at the event.

If fundraising for a particular project, it was **AGREED** to attend the same event no more than three times in the same year.

## 154/15 GENERAL PURPOSES

- a) **Litter picking:** The Yelverton litter picking event on 12<sup>th</sup> April arranged by a member of the public was very successful. Members discussed at length how this success could be continued. Cllr Cheadle will submit an article to Moorlinks inviting parishioners to form a litter picking group - if no one volunteers, then no litter picking group can be started.
- b) **Grounds Maintenance:** The new contractor has started. It was **AGREED** for the General Purposes Sub-Committee to have a cemetery site inspection on Tues 5<sup>th</sup> May at 6.30pm to discuss the grounds maintenance undertaken so far and the large laurel hedge in the old part.
- c) **Yelverton Roundabout Tree:** DCC Highways have no objection to the tree being removed and will check on what services run underground there. Cllr Fowler has prepared a fundraising poster.
- d) **Parish Meadow:**
  - o **Sheep:** Members discussed the matter at length. The sheep had been effective at keeping the grass down and it was **AGREED** for Buckland Food Growers' sheep to graze in the Parish Meadow again at no charge. It was felt inappropriate for a blanket grazing agreement to be issued - an agreement will be issued each time on prior notification to Clerk by Buckland Food Growers Buckland of the dates the sheep will be grazed there.
  - o **Picnic benches:** £29.50 was raised at the last Buckland Monachorum Village Hall coffee morning (including a donation by Buckland Beauty). Cllr Woollacott will be obtaining quotes for hard-standing bases for the benches (to save the bench legs from being strimmed) and an application will be made to the Tamar Valley AONB's sustainable fund to fund the whole project.
- e) **Play park matters and inspections:**
  - Inspection forms have been sent out to Cllrs as per the rota. Cllr Davis reported a broken section of fence at Buckland Monachorum play area - Clerk to obtain a quote from the grounds maintenance contractor. There were no other items of concern from Cllrs who had carried out an inspection since the last meeting.
  - Cllr Cheadle is due to apply for another 'Awards for All' grant for new kit for a different age group. It would be located behind the existing goalpost - there would still be enough room for children to have a kick-about with a ball.
  - Cllr Cheadle reported that there is a Crapstone resident who has volunteered to start fundraising for new kit at Crapstone Field.
- f) **Cemetery:**
  - i) Interments and memorial works - as listed in the table of monies received since the last meeting. A memorial application had been received which falls outside of the Clerk's delegated authority to approve - a decision to be made at the forthcoming cemetery site inspection.
  - ii) Cemetery extension - no matters to discuss.
  - iii) Green burials - to be discussed at the forthcoming cemetery site inspection.

155/15 YELVERTON PATHS IMPROVEMENT PROJECT Nothing further to report - an ongoing matter.

## 156/15 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

- Notification received from DCC Highways that the money for four cuts of Yelverton grass verges has been cut to £641.
- DCC Highways wish to install new signage (inc. with restriction signage) at Milton Combe - it was **AGREED**

to support this signage.

- The drain outside Buckland Abbey is still an ongoing matter.

## **157/15 REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**

- DCC P3 is holding a photography competition.
- The bamboo on FP4 permissive path has now been cut back.
- The fallen tree on FP3 is being dealt with.
- FP19 is due to have a trench across it to try and deal with surface water run-off before new chippings are laid.
- The metal five-bar gate along FP19 (at the Parish Meadow) needs to be repaired.
- The FP2 sign on the road needs to be re-secured.

## **158/15 CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

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

- 1) WDBC Notice of poll (borough)
- 2) WDBC Notice of uncontested election (parish)
- 3) WDBC Notice of contested election (borough)
- 4) WDBC Southern Parishes Link Committee draft notes from 26<sup>th</sup> Mar meeting
- 5) Defra - SoS appointed members to DNPA
- 6) BT information on 'adopting a kiosk'
- 7) WDBC waste collection times (forthcoming bank hol)
- 8) DALC newsletter April 2015
- 9) DCC Devon Local Flood Risk Management Strategy Update
- 10) DCC minerals newsletter April 2015
- 11) Came & Company spring newsletter
- 12) Devon Senior Voice spring newsletter
- 13) Devon Healthwatch spring newsletter
- 14) TNMWD Citizens Advice APRIL newsletter
- 15) Northern Devon Healthcare NHS Trust spring edition of Pulse
- 16) 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.*

## **159/15 ITEMS OF INFORMATION OR INTEREST FROM COUNCILLORS**

- Cllr Cheadle reported on another Parish Scheme which supplied free dog waste bags to help combat the dog waste problem. Clerk to obtain quotes for the next meeting.
- Cllr Norton had decided not to stand again for the Parish Council. Members wished to thank Cllr Norton for his contribution to the parish and Council, and wished him well for the future.

## **160/15 ITEMS FOR THE NEXT AGENDA**

- Dog waste bags

## **161/15 FUTURE MEETING DATES**

Tues 19<sup>th</sup> May: **ANNUAL PARISH COUNCIL MEETING** at 7.00pm at Clearbrook Village Hall - **FIRST MEETING OF THE NEWLY ELECTED PARISH COUNCIL** - this meeting will INCLUDE consideration of any planning applications received since the 28<sup>th</sup> April meeting, comments deadlines allowing).

Wed 10<sup>th</sup> Jun Planning Committee meeting at 7.30pm at Milton Combe Village Hall

The meeting closed at 9.40pm