

Minutes of a meeting of the **ANNUAL MEETING of BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **TUESDAY** the **21st MAY 2019** at **7.00pm**

Present: Cllrs L Larkin (LL), D Butland (DB), L Wood (LW), M Fowler (MF), G Baird (GB) & R Allan (RA)

In Attendance: K Griffiths (Parish Clerk)

- 159/19** **TO ELECT A CHAIRMAN AND TO SIGN THE 'DECLARATION OF ACCEPTANCE OF OFFICE'**
Councillor Larkin was proposed by Cllr Butland and seconded by Cllr Wood to be appointed Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Larkin be appointed Chairman for the ensuing year. LL then signed the Declaration of Acceptance record book. Thanks was given to Val Bolitho as the out going chair.
- 160/19** **ALL COUNCILLORS TO SIGN THE 'DECLARATION OF ACCEPTANCE OF OFFICE'**
All Councillors present signed the Declaration of Acceptance of Office"
- 161/19** **APOLOGIES FOR ABSENCE AND TO AGREE THAT THOSE NOT PRESENT CAN SIGN THE 'DECLARATION OF ACCEPTANCE OF OFFICE' AT A LATER DATE.**
Apologies for absence were received from Cllrs V Bolitho, R Cheadle, S Woollacott and S Challis. It was **AGREED** that the Councillors not present could sign the declaration of acceptance of office prior the next meeting.
- 162/19** **TO ELECT A VICE-CHAIRMAN**
Cllrs Baird expressed an interest in stepping up as Vice-Chairman. Cllr Larkin proposed Cllr Baird and was seconded by Cllr Fowler. Following a vote Members **AGREED** that Cllr Baird be appointed as Vice-Chairman for the ensuing year.
- 163/19** **DECLARATION OF INTERESTS AND REGISTER OF INTERESTS**
Councillors were reminded of the requirement to complete their Register of Interest forms. Blank copies were provided to the Councillors that required them. All Councillors duly completed the forms and returned to the Clerk.
The were no declarations of interest made for the meeting.
- 164/19** **CO-OPTION OF NEW MEMBERS TO COUNCIL**
The co-option process to fill the vacancies following the uncontested election is still ongoing
The Clerk will provide some information that can be circulated to try and encourage applicants to come forward.
- 165/19** **APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES/SUB-COMMITTEES 2019/2020**
See **APPENDIX 1**.
- 166/19** **APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS 2019/2019**
See **APPENDIX 1**
- 167/19** **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23rd APRIL 2019**

It was **AGREED** to approve the minutes of the meeting held on 23rd April 2019 without amendment.

168/19 TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES HELD ON 23rd APRIL 2019

It was **AGREED** to approve the minutes of the meeting held on 23rd April 2019 without amendment.

169/19 PLANNING APPLICATIONS AND DECISIONS

a) Planning Correspondence: No Correspondence at this time.

b) Planning Applications:

P.A. No.	Details	BMPC Comment
DNP 0157/19	Erection of a single dwelling at 30 Grange Road, Yelverton by Mr and Mrs Russel	Object *
DNP 0158/19	First Floor Bathroom extension at Higher Lake Farm, Dousland by Mr M Williams	Neutral View
DNP 0186/19	Extension to create annex accommodation, decking and outbuilding at Rowan House, Harrowbeer Lane, Yelverton by Mr J Lings	Support
DNP 195/19	Removal of existing Conservatory, erection of side extension and extension of existing garage at Acorns, 8 Vixen Tor Close, Yelverton by Mr and Mrs Hartigan	Support
WDBC 1447/19/LBC	Listed Building Consent for renewal of two window surrounds in granite with leaded lights at Crapstone Barn, Buckland Monachorum by Mr and Mrs Stirling	Support

*Object on the grounds , that the application is a subdivision of a garden plot, the layout and density of the proposal is not in keeping with the area, and the fact that there is not a need for the development.

It is also felt that the development would set a precedent which would allow similar developments across the area which would be detrimental to the amenity.

170/19 b) Planning Decisions:

P.A No.	Details	BMPC Comment	Planning Auth. Comment
WDBC 0616/19/HHO	Householder application for proposed rear single storey extension at 1 Richmond Terrace, Buckland Monachorum by Mr Van der Westhulzen.	Neutral View	Conditional Approval
WDBC 3451/18/FUL	Readvertisement (additional Plans) Development of 3 No Detached four bedroom dwellings with integral garages, new access road and external works at Challoch Bungalow, The Crescent, Crapstone	Object	Refusal

WDBC 0237/19/HHO	Householder application for single storey extension to front of dwelling, raised patio area and two storey rear extension at West Park House, Buckland Monachorum by Mr and Mrs Talbot	Support/ Neutral View	Conditional Approval
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171/19 FINANCE

a) Receipts and payments: A bank reconciliation reporting payments and receipts had been previously circulated to Members. A paper copy was provided and AGREED and signed by the chair.

172/19 b) Bank signatories: It was **AGREED** that Cllrs Butland, Challis, Cheadle and Fowler will continue to be bank signatories.

173/19 c) Renewal of insurance: It was reported that the insurance was due for renewal. The council are on the second year of a three year deal with Came and Company (2018-2021) with Inspire, who are underwritten by Axa. The premium for 2019/20 is £1271.12.

174/19 d) End of Year Accounts 2018/19 sign off:

The Clerk had circulated the Annual Return 2018/19 and supporting accounts to all Councillors prior to the meeting to give all Councillors time to consider the papers and figures.

- i) To approve and sign the bank reconciliation for submission with the Annual Return 2018/19: Members **AGREED** to approve the bank reconciliation dated 31st March 2019. LL signed off the reconciliation.
- ii) To consider, approve and sign the Annual Governance Statement (Section 1) of the Annual Return 2018/19: Members looked at the document and **AGREED** the Annual Governance Statement. The document was signed by LL.
- iii) To complete, approve and sign the Accounting Statements (Section 2) of the Annual return 2018/19: Members **AGREED** to approve the Accounting Statements. LL signed the document.

175/19 TO DISCUSS THE WAR MEMORIAL INSCRIPTION.

The Clerk informed the members that Robin Bullock-Webster has agreed to make a contribution towards the inscription for Major Joll. This was received with thanks by the members. The Clerk will liaise with E Pascoe and Son with regard to the inscription.

176/19 TO AGREE THE NOMINATIONS FOR THE BALLOT FOR PARISH MEMBERS TO DARTMOOR NATIONAL PARK AUTHORITY: MID DEVON/WEST DEVON

The nominees were discussed and a vote held. It was **AGREED** that the Parish Council nomination would be for R Cheadle only.

177/19 TO DISCUSS AND AGREE THE REPLACEMENT DOG BIN/LITTER BIN AT CRAPSTONE.

A discussion was had as to what type of bin should be used. A number of options were circulated. It was **AGREED** that the dog poo bin that is currently in position will be replaced with a general-purpose litter bin.

The dog poo bin by the parish meadow will also be in need of replacement soon as it is in poor condition.

- 178/19 TO DISCUSS THE RENTOKIL CONTRACT FOR BAITING THE ANTS IN THE CEMETERY.**
 The Clerk updated members that Rentokil have been extremely hard to get hold of to discuss the ongoing issue of the ants and the lack of bait stations.
 It was **AGREED** that no further payments would be made until a meeting had been held at the cemetery to discuss the problems and the council have a suitable way forward.
- 179/19 NEIGHBOURHOOD PLAN CONSULTATION**
 The Neighbourhood Plan is moving forward. There will be a consultation drop in session in 4 village halls to be held on either Sat 22nd June Sat 29th June or 6th July.
- 180/19 BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)**
 There have been no new articles.
 It was felt that a photo and short piece in Moorlinks about the Parish Council would be a good idea.
- 181/19 GENERAL PURPOSES:**
- a) **CEMETERY:**
 - i) **To agree the design of the new small gates.**
 The design and cost of the gates provided by SW were circulated. It was felt that they were a little expensive and MF would obtain another quote.
 - ii) **Interments and memorial work:** The Clerk reported that there has been one interment in the cemetery since the last meeting.
- 182/19 b) PLAY PARK INSPECTIONS:**
 The Clerk reminded the members to complete the inspections. A reminder and forms will be sent.
- 183/19 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**
 Cllr Larkin commented that work has finally been carried out on Ally Hill.
 Cllr Butland raised concerns about the fencing along Roborough Down and the A386. The fencing is down in places and could allow animals to stray.
- 184/19 PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**
 No issues to report.
- 185/19 COMMUNICATIONS FROM OTHER AGENCIES AND CORRESPONDENCE**
 All emails received by the PC have been circulated to Councillors prior to the meeting.
- 186/19 ITEMS FOR THE NEXT AGENDA**
 Consecration of the Upper Cemetery
 Co-option of Councillors
 Ant baiting contract in the Cemetery
 New Cemetery Gates

187/19 **FUTURE MEETING DATES:**

Wed 12th Jun: Planning committee meeting at 7.30pm at Milton Combe Village Hall

Tues 25th June Planning committee meeting at 7.00pm at followed by a meeting of full council at 7.30pm at Yelverton War Memorial Hall.

Meeting finished at 8.46pm

Buckland Monachorum Parish Council

CURRENT LIST OF COMMITTEES AND SUB-COMMITTEE MEMBERS (2019/20):

Chairman 2019-20: Laurie Larkin

Vice-Chairman 2019-20: Gary Baird

The offices of Chairman and Vice-Chairman are ex-officio (have automatic membership of all committees)

Planning Committee:

TOR's: Generally, meets on the SECOND WEDNESDAY and FOURTH TUESDAY of the month. The meetings usually last half to three quarters of an hour. This is the only committee that has delegated powers to make decisions on behalf of the Parish Council. There are normally 9 members which sit on the Committee.

Members: Ric Cheadle, Martin Fowler, Gary Baird, Val Bolitho, David Butland, Sally Challiss, Lucy Wood, Susan Woollacott, Laurie Larkin, Richard Allan.

Finance Sub-Committee:

TOR's: Generally, meets at least once a year in the autumn to set the budget for the new financial year. There are 7 members and all decisions made by the Sub-Committee are ratified by Full Council prior to works going ahead.

Members: Sally Challiss, Gary Baird, Val Bolitho, David Butland, Martin Fowler, Susan Woollacott

General Purposes Sub-Committee:

TOR's: Generally, meets at least four times a year - sometimes on site to survey council land, bus shelters, cemetery and play parks. The Sub-Committee is also responsible for considering maintenance and management issues for the cemetery and memorial meadow. There are 8 members that sit on it and all decisions made by it are ratified by Full Council prior to works going ahead.

Members: Gary Baird, David Butland, Sally Challiss, Martin Fowler, Laurie Larkin, Lucy Wood, Susan Woollacott

Human Resources Sub-Committee:

TOR's: The Committee is convened as and when required when there is an HR issue to be dealt with. 5 members sit on it and all decisions made by the Sub-Committee are ratified by Full Council prior to works going ahead.

Members: Val Bolitho, Susan Woollacott, Laurie Larkin, Gary Baird, Richard Allan

Representatives:

A Member is nominated as a link to various local community group committees to enable an exchange of information and keep abreast of what is happening locally.

- Charitable Committees: Buckland/Horrabridge: **David Butland**
Drakes Trust Milton Combe: **Val Bolitho**
- Roborough Commoners: **David Butland**
- Southern Parishes Link Committee: **David Butland & Susan Woollacott**
- DNPA: **Ric Cheadle**
- Village Halls: Milton Combe: **Val Bolitho**
Buckland Monachorum: **Gary Baird**
Yelverton: **Martin Fowler**
Clearbrook: **Richard Allan**

Other Appointments:

- P3 Scheme representatives: **Sue Woollacott, Sally Challiss.**
(This is a partnership scheme with DCC for the maintenance of our parish footpaths)
- Parish Council Liaison with the governing body of St Andrew's C of E Primary School: **Martin Fowler**