

Minutes of a meeting of the **ANNUAL MEETING of BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **TUESDAY the 22nd MAY 2018 at 7.00pm**

Present: Cllrs V Bolitho (VB), L Larkin (LL), D Butland (DB), L Wood (LW), R Cheadle (RC), S Lorne (SL)
M Fowler (MF), G Baird (GB) & S Woollacott (SW)

In Attendance: K Johns (Parish Clerk)

- 132/18 TO ELECT A CHAIRMAN AND TO SIGN THE ‘DECLARATION OF ACCEPTANCE OF OFFICE’**
Councillors proposed that Cllr Bolitho be appointed Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Bolitho be appointed Chairman for the ensuing year. VB then signed the Declaration of Acceptance record book.
- 133/18 APOLOGIES FOR ABSENCE** were received from Cllr Challiss.
- 134/18 TO ELECT A VICE-CHAIRMAN**
Cllrs Larkin and Baird had both expressed an interest in stepping up as Vice-Chairman. Following a vote Members **AGREED** that Cllr Larkin be appointed as Vice-Chairman for the ensuing year.
- 135/18 DECLARATION OF INTERESTS AND REGISTER OF INTERESTS**
The Clerk reminded Councillors of the requirement to keep their Register of Interests up to date and offered to provide further information to those that require it. There were no declarations of interest made for the meeting.
- 136/18 CO-OPTION OF NEW MEMBERS TO COUNCIL**
The co-option process to fill the vacancies following Cllrs Britton and Hustler’s resignation is still ongoing. The Clerk is awaiting confirmation from WDBC to enable the PC to go ahead and Co-opt. Once this has been received the PC can advertise the vacancies and co-opt at the end of the 3-week advert period.
- 137/18 APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES/SUB-COMMITTEES 2018/2019** See **APPENDIX 1**.
- 138/18 APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS 2018/2019** See **APPENDIX 1**
- 139/18 TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24TH APRIL 2018**
It was **AGREED** to approve the minutes of the meeting held on 24th April 2018 without amendment.
- 140/18 TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES HELD ON 24TH APRIL 2018**
It was **AGREED** to approve the minutes of the meeting held on 24th April 2018 without amendment.

141/18 **TO CONSIDER AND APPROVE THE MINUTES AND THE RECOMMENDATIONS THEREIN OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 9TH MAY 2018**

It was **AGREED** to approve the minutes and the recommendations contained therein of the Human Resources Committee meeting held on 9th May 2018 without amendment

142/18 **PLANNING APPLICATIONS AND DECISIONS**

a) Planning Correspondence: Cllr Cheadle reported that WDBC will be taking enforcement action against the illegal tipping of spoil at Stokehill, Venton. Additionally, they are still awaiting the outcome on both the Planning Appeals for the Yelverton Business Park and Land at Green Lane. The closing date for comments on the Green Lane appeal is 24th June, 2018.

b) Planning Applications:

P.A. No.	Details	BMPC Comment
DNPA 0167/18	Erection of front and rear single storey lean-to extensions at 8 Grange Road, Yelverton by Mr & Mrs A West.	Neutral View
DNPA 0227/18	Erection of side and rear extension at Penwood, Meavy Bourne, Yelverton by Mr S Cox.	Neutral View
DNPA 0226/18	Reconstruction of roof to accommodate bedroom, bathroom and study and changes to window locations and sizes at Ground floor level at Easter Cottage, Meavy Lane, Yelverton by Mr A Layland	*Object
WDBC 1302/18/HHO	Proposed garden room, roof dormers, flue, glazed balustrading to terrace and minor internal alterations at Tyler Tythy, Crapstone, PL20 7PF by Dr R Perry	Neutral View

*Object on grounds that the appearance and design and visual impact of the proposed development will have a negative impact on the area.

b) Planning Decisions: None to report

143/18 **FINANCE**

a) Receipts and payments: A Receipts/Payments report was not available at the meeting due to the preparation of the Annual return. The Clerk explained that a full report covering both May and June would be made at the June meeting.

b) Bank signatories: It was **AGREED** that Cllr V Bolitho would become a bank signatory following the resignation of Cllr Britton. Cllrs Butland, Challis, Cheadle and Fowler will also continue to be bank signatories.

c) Renewal of insurance: It was **AGREED** to accept the Came and Company quote for a three-year deal (2018-2021) with Inspire, who are underwritten by Axa. The premium for 2018/19 is £1247.44.

d) End of Year Accounts 2017/18 sign off:

The Clerk had circulated the Annual Return 2017/18 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 2017/18 Accounts (in the form of the summary): Members **AGREED** to approve the 2017/18 accounts in the form of the summary. VB signed off the summary.
- ii) To approve and sign the supporting accounts notes. Members **AGREED** to approve the supporting accounts notes. VB signed off the notes.
- iii) To approve and sign the bank reconciliation for submission with the Annual Return 2017/18: Members **AGREED** to approve the bank reconciliation dated 31st March 2018. VB signed off the reconciliation.
- iv) To consider, approve and sign the Annual Governance Statement (Section 1) of the Annual Return 2017/18: Members looked at the document and **AGREED** the Annual Governance Statement. The document was signed by VB.
- v) To complete, approve and sign the Accounting Statements (Section 2) of the Annual return 2017/18: Members **AGREED** to approve the Accounting Statements. VB signed the document.

144/18 TO AGREE PROCEDURE TO RECRUIT A NEW PARISH CLERK FOLLOWING THE RESIGNATION OF THE CURRENT CLERK

It was **AGREED** to advertise the vacancy as soon as possible in both the Tavistock Times Gazette and on the DALC website. The cost of advertising for 2-weeks will be approximately £500.00. The sum was **AGREED** by members. The Clerk updated members that their last working day would be Friday, 6th July 2018.

The timetable for recruitment was **AGREED** as follows:

- 8th June 2018, deadline for applications
- 12th June 2018, HR Committee to shortlist candidates for interview
- 19th June 2018, HR Committee to interview and decide upon successful candidate
- 2nd July 2018, HR Committee decision to be ratified at Full Council meeting

Members asked that the Clerk contact DALC to discuss the possibility of a Locum Clerk should there be a gap between the existing and the incoming Clerk.

145/18 TO DISCUSS NAMING OF YELVERTON FAIR (SW)

Cllr Woollacott had raised this item, but it had since been sorted therefore no further discussion was required.

146/18 TO DISCUSS AND AGREE ALTERATION TO INSCRIPTION ON VICTORIAN WATER TROUGH

Following a number of complaints about the type-face used to depict '2nd' for Queen Elizabeth the 2nd on the inscription on the Victorian Water Trough, it was **AGREED** to amend the lettering to the roman numeral 'I' at a cost of £100.00 following a quote from E Pascoe & Son.

147/18 BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)

Cllrs Cheadle updated members that he has provided an article to Moorlinks magazine giving an update on the Council's recent activities which include the painting of the design on the Crapstone Bus Shelter and the installation of the defibrillators.

Cllr Fowler will shortly be organising a photograph of the children who submitted their design for the bus shelter, including the winner.

Cllr Wood will be placing a post on Facebook reminding dog owners to pick up their dog waste as fouling of footpaths is becoming an increasing problem.

148/18 **GENERAL PURPOSES:**

a) CEMETERY:

i) Interments and memorial work: The Clerk reported that there has been one interment in the cemetery since the last meeting.

ii) Update on pest control: The Clerk said that they have been in contact with the pest contractor following the bait points being placed in the wrong cemetery and problems with incorrect billing. As a result, the company have credited the PC the sum of £658.99 as a matter of goodwill, which was the bill for the initial works.

b) PLAY PARK INSPECTIONS: The agility trail in Buckland Monachorum play park is rotting, mainly the upright step posts leading to the balance bar. It was **AGREED** that RC and LL would remove the rotten posts to prevent any risk of injury. Cllr Cheadle also raised the point that the chain on a couple of the swings in Buckland Monachorum play park were smaller than others and felt that in the interests of safety they should be replaced with chains that have bigger links. It was **AGREED** that he would seek a quote for the replacement of the chains and report back at the next meeting.

c) TO DISCUSS ADDITIONAL AREAS OF GRASS CUTTING (TO INCLUDE COMPLAINTS ABOUT WILDLIFE PRESERVATION) (SW): Cllr Woollacott said that following the PC's recent approval to cut additional areas of grass in Yelverton for the 2018/19 period and the increase in DCC's grant to £1367.00 for the same period, they asked whether the PC would approve some additional areas between the Rock Inn and the roundabout. The contractor had done a trial cut and had quoted an additional £100.00 per month (to include the already approved additional areas). The additional cost would be covered by the increase in the grass cutting grant and the sponsorship money from The Rock Inn for the roundabout. There would be a one-off cost for the trial cut by the contractor of £80.00.

It was **AGREED** to pay for the trial cut and for the additional areas of grass cutting at the cost of £100.00 per month.

149/18 **HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

The Clerk reported that there has been a complaint made to the PC about the destruction of some wild orchids following strimming by DCC along the left-hand side of the A386 from the dry rock to the roundabout at Yelverton. Cllr Woollacott has looked into the complaint and visited the local area office and complained to the contractors and asked that they trim around rare plants such as the orchids.

Cllr Butland complained that some potholes had appeared on the road from Pound to Blowiscombe. Cllr Baird said that he would report to them to DCC using their 'Report a Problem' webpage.

150/18 **PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS (CLLR WOOLLACOTT)**

Cllr Woollacott reported that there were no issues to currently.

151/18 UPDATE FROM WORKING GROUP SET UP TO LOOK AT IMPROVING THE CONTENT ON BMPC'S WEBSITE

Nothing to report at this stage. Cllr Baird asked that the Clerk forward the details of the current Webpage administrator to them.

152/18 COMMUNICATIONS FROM OTHER AGENCIES AND CORRESPONDENCE

All emails received by the PC have been circulated to Councillors prior to the meeting.

153/18 ITEMS FOR THE NEXT AGENDA

Consecration of the Upper Cemetery
Co-option of Councillors
Recruitment of new Parish Clerk
Milton Combe Village Hall Lottery Grant
Provision of a lamppost outside St Andrews School

154/18 FUTURE MEETING DATES:

Wed 14th Jun: Planning committee meeting at 7.30pm at Milton Combe Village Hall
Tues 2nd Jul: Planning committee meeting at 7.00pm at followed by a meeting of full council at 7.30pm – Venue tbc.

Meeting finished at 8.56pm

Buckland Monachorum Parish Council

CURRENT LIST OF COMMITTEES AND SUB-COMMITTEE MEMBERS (2018/19):

Chairman 2018-19: Val Bolitho

Vice-Chairman 2018-19: Laurie Larkin

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 (Chairperson), Martin Fowler, Gary Baird, Val Bolitho, David Butland, Sally Challiss, Lucy Wood, Susan Woollacott, Laurie Larkin.

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 (Chairperson), Gary Baird, Val Bolitho, David Butland, Martin Fowler, Lucy Wood, 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 (Chairperson), Sue Lorne, 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 (Chairperson), Susan Woollacott, Sue Lorne, Laurie Larkin, Lucy Wood

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: **Ric Cheadle (interim)**

Other Appointments:

- P3 Scheme representatives: **Sue Woollacott, Sally Challiss, Sue Lorne**
(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**