

# DRAFT

Minutes of a meeting of the **ANNUAL MEETING of BUCKLAND MONACHORUM PARISH COUNCIL** held at **CLEARBROOK VILLAGE HALL** on **TUESDAY** the **23rd MAY 2017** at **7.00pm**

**Present:** Cllrs S Challiss (SC), S Britton (SB), V Bolitho (VB), D Butland (DB), L Wood (LW), R Cheadle (RC), M Fowler (MF), G Baird (GB) & S Woollacott (SW)

**In Attendance:** K Johns (Parish Clerk)

- 124/17** **TO ELECT A CHAIRMAN AND TO SIGN THE 'DECLARATION OF ACCEPTANCE OF OFFICE'**  
Councillors proposed that Cllr Wood be appointed Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Wood be appointed Chairman for the ensuing year. LW then signed the Declaration of Acceptance.
- 125/17** **APOLOGIES FOR ABSENCE** were received from Cllrs Larkin and Hustler.
- 126/17** **TO ELECT A VICE-CHAIRMAN**  
Cllr Wood proposed that Cllr Bolitho be appointed Vice-Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Bolitho be appointed Vice-Chairman for the ensuing year.
- 127/17** **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.
- 128/17** **CO-OPTION OF NEW MEMBERS TO COUNCIL**  
The co-option process to fill the vacancy following Cllr Vincent's resignation is still ongoing. The Clerk will endeavour to post the second advertisement as soon as possible.
- 129/17** **APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES/SUB-COMMITTEES 2017/2018** See **APPENDIX 1**.
- 130/17** **APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS 2017/2018** See **APPENDIX 1**.
- 131/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25<sup>TH</sup> APR 2017**  
It was **AGREED** to approve the minutes of the meeting held on 26<sup>th</sup> April 2016 without amendment.
- 132/17** **TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES HELD ON 25<sup>TH</sup> APR 2017**  
It was **AGREED** to approve the minutes of the meeting held on 25<sup>th</sup> April 2017 without amendment.
- 133/17** **PLANNING APPLICATIONS AND DECISIONS**

**e) Planning Applications:**

<b>PA No</b>	<b>Proposal</b>	<b>PC COMMENT</b>
WDBC 1195/17/HHO	Householder application for proposed extension and alterations to create a garden room at Sunnywaters, Crapstone, PL20 7PF by Dr & Mrs Freeman	NEUTRAL VIEW
WDBC	Householder application for a single-storey attached double	NEUTRAL

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1236/17/HHO	garage at Tolgarrek, The Crescent, Crapstone, PL20 7PS by Mr & Mrs Thomas	VIEW
WDBC 1237/17/HHO	Householder application for the demolition of existing single-story extension and garage and erection of a two-storey extension with integral garage and home office at South Park, Stoke Hill Lane, Crapstone, PL20 7PP by Mr Burbage	NEUTRAL VIEW
WDBC 1362/17/HHO	Householder application for proposed conversion of existing domestic workshop to ancillary accommodation and granny annex at Medlars, Golf Links Road, Yelverton, PL20 6BN by Mrs Bryan	NEUTRAL VIEW

## b) Planning Decisions

Planning App. No.	Details	Decision	BMPC Comment
DNPA 0120/17	Landscaping works to form patio and vehicle access at Rideout, Lake Lane, Dousland	Conditional Approval	Neutral View
DNPA 0142/17	Alterations and extension at Morwenna, Tavistock Road, Yelverton	Conditional Approval	Neutral View
WDBC 1387/17/COM	Notice of intention to install fixed-line broadband electronic communication apparatus incorporating 1x DSLAM equipment cabinet Crapstone Road, Yelverton, Devon, PL20 6BT, GRID REFERENCE : (251454, 67107)by Harlequin Group	Permitted Development	Neutral View

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### FINANCE

#### a) Receipts and Payments:

#### Receipts (£) since the last meeting:

a/c 2807	03/05/2017	D Carmichael - Field Rent May 2017	£100.00
	05/05/2017	GoR Plot 25 - Purchase ExRob & Interment	£175.00
	05/05/2017	Transfer ExRoB L1-9	£50.00

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<b>To approve the following payments made since April's meeting:</b>		<b>Gross</b>	<b>Net</b>	<b>VAT</b>
23/05/2017	A Creber - repair to play fence & grass cutting	£348.00	£290.00	£30.00
23/05/2017	Perfect Pastures Yelverton Grass Cutting April 2017 - Invoice: 2835	£469.50	£369.25	£78.25
23/05/2017	J Rendle BM Grounds Maintenance April 2017 - Invoice: JSR17/27	£794.58	£-	
23/05/2017	Came & Co. Insurance Renewal	£1,211.98	£-	
23/05/2017	BMVH - Hall Hire 8th March, 11th March (NP)- Invoice No. 73	£40.00	£-	
23/05/2017	BMVH - Hall Hire 12th April - Invoice No. 82	£10.00	£-	
23/05/2017	M Fowler - reimbursement for Golf Links Rd bus shelter paint	£15.18	£12.14	£3.04
23/05/2017	K Johns - Salary Mth 2	£938.36	£-	
23/05/2017	K Johns - Admin Mth 2	£199.35	£-	
23/05/2017	Peninsula Pensions - Mth 2 Emp & Emp'ee payment	£290.74	£-	
23/05/2017	HMRC - Emp & Emp'ee NI & Tax payment - Mth 2	£147.10	£-	

**b) Bank Signatories:** It was **AGREED** that Cllrs Sue Britton, Sally Challiss, Martin Fowler and Ric Cheadle continue as authorised signatories for the Parish Council's bank accounts.

**c) Insurance Renewal:** The Clerk reported that this year's premium with the Parish Council's insurers; Came and Company is £1211.98. It has increased from £1161.00 from the previous year. The Council had previously agreed a 3-year long term agreement with the insurers, so this was for information only. The Clerk also reported that the 3-year deal comes to an end next year (June 2018), so they will start to seek quotes later in 2017 and report back to Full Council once they have received them for a decision.

**e) Trial of New Accounting Software:** The Clerk informed members that they have been approached by a software company called Scribe. They specialise in providing accountancy software for Parish Councils. The company are offering a free 3-month trial, with a monthly cost of £24.00 thereafter. They stated that the software is meant to provide the information required for the End of Year accounts, which would save them approximately 40-hours work. Therefore, if the software was found to fulfil the Council's requirements, the future on-costs would be cost neutral with the added benefit of reducing the workload of the Clerk.

It was **AGREED** to trial the software and for the Clerk to report back to Full Council before the end of the 3-month trial period for a decision as to whether the PC would continue to use and pay for the software. It was also **AGREED** that until the decision was made, that the Clerk would maintain the PC's accounts in their current format alongside using the software.

**f) End of Year Accounts 2016/17 sign off:**

The Clerk had circulated the Annual Return 2016/17 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 2016/17 Accounts (in the form of the summary): Members **AGREED** to approve the 2016/17 accounts in the form of the summary. LW signed off

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- the summary.
- ii) To approve and sign the supporting accounts notes. Members **AGREED** to approve the supporting accounts notes. LW signed off the notes.
  - iii) To approve and sign the bank reconciliation for submission with the Annual Return 2016/17: Members **AGREED** to approve the bank reconciliation dated 31<sup>st</sup> March 2017. LW signed off the reconciliation.
  - iv) To consider, approve and sign the Annual Governance Statement (Section 1) of the Annual Return 2016/17: Members looked at the document and **AGREED** the Annual Governance Statement. The document was signed by LW.
  - v) To complete, approve and sign the Accounting Statements (Section 2) of the Annual return 2016/17: Members **AGREED** to approve the Accounting Statements. LW signed the document.

## 135/17 **BMPC COMMUNICATIONS**

RC reported that a new edition of Moorlinks is due to be published soon. In it there will be an article about the Victorian Water Trough and the new the inscription to commemorate the Queens Diamond Jubilee.

It was **AGREED** that GB would act as an additional admin person for the PC's Facebook page. GB reported that Superfast Broadband would be going live in Buckland Monachorum on 31<sup>st</sup> August, 2017.

MF reported that he had notified St Andrews School of the PC's decision not to make a financial contribution to the proposed pathway to assist disabled access to the school. He also queried on what basis the decision had been made, as he was not able to attend the meeting when the decision was made. LW clarified that it was because the PC has no funds in its budget for the footpath and it is the PC's belief that both DCC and WDBC have a responsibility to provide the footpath. MF stated that he has spoken to representatives from both organisations, but neither were able to assist with the provision of the footpath.

RC suggested that at the November Finance Committee meeting, (when budgets are set) that we place the footpath on a 'wish list', along with other projects to determine whether the PC could contribute towards them. In the meantime, it was suggested that MF asks the school investigate other funding streams.

MF stated that the church is having problems with parking on Sundays due to other vehicles using the church car park. It was **AGREED** that the PC would offer the use of the cemetery car park for Sunday worshippers. MF will report back to the church.

## 136/17 **CRAPSTONE FIELD WETLAND PROJECT: To discuss and agree the next steps**

SW updated members that the leaflet the PC has agreed to fund to notify local residents about the project is currently being produced. They also handed out an action plan for the project for Cllrs consideration and informed members that they will be having a stall at the Buckland Monachorum Village Fair to raise funds for the project.

## 137/17 **TO DISCUSS THE REQUEST MADE TO RENT OUT THE GREEN SHED**

GB has asked if the PC would be willing to rent out the green shed, (located in the cemetery) to the Committee which organises the Buckland Monachorum Village Fair. It was **AGREED** unanimously to allow the committee to use the shed for storage purposes at no cost, but the arrangement will be reviewed annually. The offer was subject to the Committee understanding that the use of the shed would be at their own risk. GB said that they understood this was the basis on which they could use the shed.

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## 138/17 GENERAL PURPOSES

- i) **To discuss and agree a solution to solve the problems with cutting the grass at Crapstone Field:-** MF told members that the contractor who cuts the grass in the field has had to have his mower pulled out by a tractor. This is because the field is totally waterlogged. The contractor has reported that he has never known it to be so wet. A discussion was had about the issue by members and it was **AGREED** that KJ would contact the contractor to discuss the best way forward and to check that the Council are not paying for a service that the contractor is unable to provide. KJ will report back at the next meeting of Full Council.
- ii) **To discuss proposal made by local group to undertake repair work to Milton Combe bus shelter:** – VB reported that they have been approached by a group of local residents who wish to install some bench seating in the bus shelter (to replace the wooden slats which have rotted away). It was **AGREED** that a seat could be installed in the shelter by the residents if they also cleared some of the vegetation from the site. SW suggested that one of the volunteers, who is also a builder could provide the PC with a quote to repair the areas of spalling concrete. VB said that they would speak to the individual and report back to the next meeting.
- iii) **Play Park Matters and Inspections:** The Parish Council has received a quote of £60.00 to replace the rotten fencing post to the segregation fence in front of the toddler swing in Buckland Monachorum Play Park. It was **AGREED** to accept the quote and to replace the post.
- iv) **Cemetery: –**
  - i) **Interments and memorials:** The Clerk reported 2 interments since the last meeting, one interment of ashes and one interment in an earthen grave.
  - ii) **Cemetery Extension:** The cemetery extension will be discussed at the next planned GP Committee meeting.
  - iii) **Report on GP site Meeting, 17<sup>th</sup> May 2017:** The Committee met with the Buckland grounds maintenance contractor and discussed a number of items, including the problems with trimming the perimeter leylandii hedges and picking up excess amounts of grass cuttings. Additionally, it was noted that more ornaments etc. are being placed upon graves and one grave has been cordoned off by its owner. It was **AGREED** to discuss these items in more depth at the next GP Committee meeting which will be held after the Planning Committee meeting on the 14<sup>th</sup> June at Milton Combe Village Hall.

## 139/17 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

VB asked whether any communication has been received from Devon County Council Highways regarding their complaint about the damaged cattle grid at Leg O Mutton. RC has received correspondence from them to say that they have checked the grid and that it is within specification.

RC reported that there has been an increase in fly tipping along the highways and will be attending a meeting with DNPA and Maristow shortly to discuss the matter. He will report back to the next meeting.

SB raised the issue that there are two root balls from fallen trees which require removal from alongside the public highway by the bridge at Clearbrook. KJ will report to the local DNPA Ranger.

## 140/17 PARISH PATHS (P3) UPDATE (Cllr Woollacott)

Nothing to report.

## 141/17 UPDATE FROM WORKING GROUP SET UP TO LOOK AT IMPROVING THE CONTENT ON BMPC'S WEBSITE

A report will be made by Cllr Fowler at the next meeting.

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## **142/17** CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES

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

1. Rural Services Network – Weekly Email News Digest – 15<sup>th</sup> May 2017
2. Citizens Advice Newsletter May 2017
3. Rural Services Network – Rural Vulnerability and Transport Update – May 2017

*The majority of the correspondence listed above, where e-mails have been received, are forwarded to all Cllrs prior to the meeting.*

## **142/17** ITEMS FOR THE NEXT AGENDA

- Xmas lights.

## **143/17** FUTURE MEETING DATES

- Wed 8<sup>th</sup> Jun** Planning Committee meeting at 7.30pm followed by a meeting of Full Council at Milton Combe Village Hall
- Tues 28<sup>th</sup> Jun** Planning Committee meeting at 7.00pm followed by a meeting of Full Council at Committee Room, Yelverton War Memorial Hall
- Wed 13<sup>th</sup> July** Planning Committee meeting at 7.30pm followed by a meeting the General Purposes Committee at Milton Combe Village Hall

The meeting closed at 8.43pm

## Buckland Monachorum Parish Council

### CURRENT LIST OF COMMITTEES AND SUB-COMMITTEE MEMBERS (2017/18):

**Chairman 2017-18:** Lucy Wood

**Vice-Chairman 2017-18:** Val Bolitho

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

#### Planning Committee:

Generally meets on the SECOND WEDNESDAY and FOURTH TUESDAY of the month. The meetings usually last half to three quarters of an hour.

**Ric Cheadle, Martin Fowler, Gary Baird, Sue Britton, Val Bolitho, David Butland, Sally Challiss, Lucy Wood, Susan Woollacott**

#### Finance Sub-Committee:

Generally meets at least once a year in the autumn to set the budget for the new financial year.

**Sally Challiss, Sue Britton, Val Bolitho, David Butland, Martin Fowler, Lucy Wood, Susan Woollacott**

#### General Purposes Sub-Committee:

Generally meets at least four times a year - sometimes on site to survey council land, bus shelters, cemetery and play parks. The committee is also responsible for considering maintenance and management issues for the cemetery and memorial meadow.

**Gary Baird, Sarah Hustler, Sue Britton, David Butland, Sally Challiss, Martin Fowler, Laurie Larkin, Lucy Wood, Susan Woollacott,**

#### 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:
  - Clearbrook: **Sue Britton**
  - Milton Combe: **Val Bolitho**
  - Buckland Monachorum: **Gary Baird**
  - Yelverton: **Martin Fowler**

#### Other Appointments:

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