

# DRAFT

## Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **TUESDAY** the **24th OCTOBER 2017** at **7.30pm**

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

**In Attendance:** Cllr Philip Sanders (PS) (DCC Councillor for Ward)  
Mrs K Johns (Parish Clerk)

Cllr Philip Sanders was welcomed to the meeting by LW. He gave an update on current issues at both West Devon Borough Council (WDBC) and Devon County Council. The main item was the upcoming vote by both WDBC and South Hams Councillors on the merger between the two Councils. He said it was very unclear as to which way the vote would go and to keep an eye out for the results in the press next week.

PS went on to say that there was no major news to report from Devon County Council. In the main, he is waiting for repairs to the speed bumps along Meavy Lane, which he keeps on chasing. Other news is that DNPA have approved charging for car parking in 4 of its main car parks across Dartmoor. Also, a Speed Watch group at Princetown has been set up and that yellow speed reminder signs will be placed along some of the grass verges in the area.

SB said that in Clearbrook the WDBC refuse collection lorry is no longer accessing a private lane. This means that residents are having to take their refuse to the top of the lane and leave it adjacent to the Village Hall for collection. PS said that he would follow up this item.

VB raised the issue that residents are having with larger buses accessing Milton Combe. The bus company have said that they will be providing smaller buses for ease of access, but have not as yet.

Finally, MF raised the issue of flood water run off affecting St Andrew's Primary School. They are still awaiting a response from the Environment Agency and the School is very concerned about the issue. PS said that he would chase this item.

- 272/17** **APOLOGIES FOR ABSENCE** were received from Cllrs Hustler, Larkin, Cheadle and Woollacott.
- 273/17** **TO RECEIVE DECLARATION OF INTERESTS** LW declared a non-pecuniary interest in Agenda item No. 6 (Car Parking in Buckland Monachorum) and whilst they presented the item in their capacity as Chairman, they took no part in the discussion and vote.
- 274/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 26<sup>th</sup> SEPTEMBER 2017**  
The minutes to the meeting on 26<sup>th</sup> September 2017 was approved without amendment.
- 275/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 26<sup>th</sup> SEPTEMBER and 11<sup>th</sup> OCTOBER 2017**  
The minutes of the Planning Committee meeting held on 26<sup>th</sup> September was approved without amendment. The minutes for the meeting held on 11<sup>th</sup> October 2017 were not available due to a technical fault and will be made available for approval at the 21<sup>st</sup> November 2017 meeting.
- 276/17** **TO CONSIDER AND APPROVE THE MINUTES AND THE RECOMMENDATIONS THEREIN OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON 9<sup>TH</sup> AUGUST** The minutes of the General Purposes Committee meeting held on 9<sup>th</sup> August 2017 and the recommendations made therein were approved without amendment.
- 277/17** **TO DISCUSS AND AGREE A SOLUTION FOR THE LOSS OF CAR PARKING SPACES IN ST ANDREWS CAR PARK (SHOULD THE PROPOSED VILLAGE SHOP GO AHEAD) (CLLR WOOD)**  
LW read out a letter sent to the PC written by Jill Skelton on behalf of the group trying to set up a new village shop in Buckland Monachorum. The letter outlined the issue that whilst the Diocese had offered the group part of St Andrew's Church car park to provide a location for the shop, placing a shop in the car park would have a knock-on

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effect on the parking problems in the Village. The letter asked whether the PC would be able to help with the problem by finding alternative parking places in the Village. KJ told members that they had spoken to Devon and Cornwall Housing (DCH) on behalf of the PC to see if there were any spaces available for additional parking at the two car parks owned by DCH in Modyford Walk. Unfortunately, DCH's reply was that they were unable to assist because the places were all required and that there would be complications with insurance.

Members discussed the issue further, with a view to allowing two of the cemetery parking spaces to be used by local residents to ease the parking burden. The outcome of the vote was that the PC felt they were unable to offer up the spaces because there are already issues with local residents leaving their cars in the cemetery car park and that by allowing the spaces to be used by local residents, the parking problem would become worse.

The PC said that it is very sorry, but it cannot allow the spaces to be used as it is not a viable solution and clearly stated that it is its wish to keep the car park available for mourners and visitors to the cemetery.

278/17

## **FINANCE**

The Clerk circulated a finance report to Members which included the recent bank reconciliation - **NOTED**. Cllr Wood checked the latest bank transaction information and signed the bank reconciliation.

- i) The following receipts were **NOTED** since the last meeting;

<b><u>Details</u></b>	<b><u>Amount</u></b>
D Carmichael - Field Rent Oct 2017	£100.00
Purchase ExRob A6-01	£300.00
Crapstone Field Donation - BM Summer Fair Ctte	£ 50.00

- ii) The following payments made since the last meeting were **AGREED**;

<b><u>Details</u></b>	<b><u>Ref.</u></b>	<b><u>Amount</u></b>
HMRC - Emp & Emp'ee NI & Tax payment - Mth 5 & 6	102337	£186.67
K Johns Mth 6 Clerk Admin	102338	£ 193.56
K Johns - Salary Mth 6	102338	£ 871.77
Peninsula Pensions - Mth 5 & 6 Emp & Emp'ee payment	102339	£ 517.17
BMVH - Hall Hire 22nd Aug - Invoice No. 01	102340	£ 10.00
SLCC Membership fee 2017/18	102341	£ 139.00
Grant Thornton External Audit Fee 2016/17 Annual Return Invoice: 8732762	102342	£ 360.00
E Pascoe & Sons - Fees for cemetery extension markers, layout and test dig	102343	£1380.00
J Rendle BM Grounds Maintenance Sept 2017 - Invoice: JSR17/73	102344	£ 794.58
Perfect Pastures Yelverton Grass Cutting Sept 2017 - Invoice: 2865	102345	£ 469.50
SLCC - ALCC subs	102346	£ 10.00
CCA - Hall Hire 26/9/17	102347	£ 25.00
M Fowler - reimbursement for Ant Powder & path clear for cemetery drive	102348	£ 29.55

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- iii) **Clerk to request approval of members for a 3-year contract with internal auditor:** KJ reported that Alison Marshall, who had undertaken the PC's FY2016/17 internal audit has written asking whether it would consider signing a contract to secure their services for the next three years. Members **AGREED** that the PC would take up the offer of the 3-year contract.

279/17

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

DB reported that at the recent TAP fund meeting approval had been given for joint grant funding for drainage and ditching work across a number of Parishes. Buckland Monachorum Parish was one of the parishes awarded the grant therefore members were reminded to report to SW any drains or ditches that require clearance, so that they can be placed upon a list of works for the Lengthsman. The Fund is being administered by Peter Tavy Parish Council. LW reported that frequently an area of Modyford Walk floods and SB asked that the drain between the cross roads and Tanners Bridge be placed upon the list.

SW already has the following drains on their list:

1. Buckland from Fredicott down to the drain opposite Mr Rendle's house
2. From the Buckland cemetery gates, clearing the bottom of the hedge and drains
3. Crapstone from Tyler Tythy down to Knighton Corner

This will not be done before late December /January as the Lengthsman will not be available until then.

DB went onto say that there is still TAP fund money available for training courses and asked Cllrs to let him know of any courses they wished to attend so that he can produce a list of the training required.

GB reported that the playgroup which runs in the Village Hall is very popular and is well attended.

280/17

**BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)** Nothing to report.

281/17

## **HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

It was reported that the repairs to the road leading from the Buckland Abbey crossroads to the Cider House have now been completed.

KJ reported that they have received a complaint from a parishioner about cars speeding down Meavy Lane, despite the presence of speed bumps. They have put the complainant in contact with the person setting up the Speed Watch group. Councillors discussed the issue and it was **AGREED** that the installation of more speed signs down the road would not help the situation. Also, it is hoped that the proposed repairs to the speed bumps would also help.

VB reported that people are still driving the wrong way down the one-way system in Yelverton shops car park.

KJ reported that they have followed up a complaint from a parishioner about weeds being allowed to grow in the road around Yelverton roundabout. RC is following up the complaint.

282/17

## **UPDATE FROM THE PARISH COUNCIL'S WEBSITE IMPROVEMENT WORKING PARTY (CLLR FOWLER)**

MF has asked PS for the details of the company who updated WDBC's website with a view to him approaching them to see what recommendations they could make on the PC's website.

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## **TO DISCUSS FLOOD RISK MANAGEMENT IN THE PARISH (CLLR FOWLER)**

MF said that there is a huge pressure on St Andrews School to find a resolution to the flooding issues it is facing. The problem was recently discussed at a meeting of the School Governors and he said that it was only a matter of time before the school floods. LW asked PS if there are any funding streams from either WDBC or DCC to help the situation. PS responded that whilst the situation is worrying, that it is neither of the Councils' responsibility, but is in fact the Environment Agency's. Unfortunately, currently they have no money to deal with the problem.

It was **AGREED** that MF will write a strongly worded letter to the Environment Agency asking them to assist with the situation and to ask it, to come up with a design to take the flood water away from the school. The letter will be copied to Megan Booth, Head of Highways at Devon County Council.

284/17

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

DB is in charge of the Yelverton footpath repairs in SW's absence. He will liaise with Cann Brothers who are the contractors.

All members were reminded that they need to complete the P3 survey forms before the final meeting of 2017 on 13<sup>th</sup> December. All forms should either be returned or scanned to SW or SH by this deadline.

285/17

## **TO AGREE A DATE AND VENUE FOR THE CHRISTMAS MEAL**

It was **AGREED** to hold the meal on 14<sup>th</sup> January at lunchtime at the Who'd Have Thought It in Milton Combe. VB will organise menus etc.

286/17

Pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960, it was **AGREED** to exclude the public and press due the sensitive nature of the business to be discussed.

287/17

## **TO DISCUSS BUCKLAND MONACHORUM GROUNDS MAINTENANCE CONTRACT**

Following a meeting of the General Purposes Committee on 23<sup>rd</sup> October, the Committee has recommended the termination of the contract between it and the Buckland Monachorum Grounds Maintenance contractor with immediate effect.

It was **AGREED** to terminate the contract with immediate effect, with all outstanding payments to be made to the contractor up to the end of October 2017. This will not include any bonus payment.

Cllrs **AGREED** to delegate power to the Clerk to find an alternative contractor to complete the outstanding grounds maintenance works up to the end of November (as outlined in the current Schedule of Works). Early in 2018 the contract will be put out to tender.

It was **AGREED** to hold a General Purposes Committee meeting on 28<sup>th</sup> November (venue tbc), to review the wording of the contract and schedule of works prior to the tender process.

288/17

It was **AGREED** to re-admit public and press to meeting.

289/17

## **TO DISCUSS GENERAL PURPOSES ITEMS:**

### **i) Cemetery:**

- a) Interments and memorial work: No interments or memorials to report since the last meeting.
- b) Cemetery Extension Update: It has been noted that a car is using the cemetery extension drive. It was **AGREED** that the Clerk will write to the owner of the vehicle reminding them not to use the drive as the cemetery extension is now being brought into use.

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SB will find the details of the craftsman who made the hutches to the water points in the existing cemetery with a view to the Clerk obtaining a quote for one to be installed in the extension.

- c) Car Park Signage: The Clerk has received a letter complaining to the PC about the poor signage to the cemetery car park. It was **AGREED** to see if money could be allocated for the purpose of providing new signage at the next Finance Committee meeting on 8<sup>th</sup> November 2017.
- d) To discuss any works required to Crapstone War Memorial grass before Remembrance Day 2017: Members **AGREED** to delegate power to the Clerk to find someone to cut the grass prior to the Remembrance Service.
- e) Playparks and Inspections: The PC's annual playpark risk assessment has been undertaken by the contractor. There were no high-risk items identified. KJ will email the medium and low-risk items to GB, for them to check them when they do the November play park safety inspections. GB will report back at the next meeting
- f) To agree purchase of x2 dog waste bins: The General Purposes Committee has recommended that a replacement 'dalek' type bin is purchased for installation at Briar Tor, Yelverton. The Committee also recommended refusal of the installation of a bin close to Knightstone Tea Rooms.  
Members **AGREED** to approve the recommendations.
- g) To discuss ideas for a new sponsor/s for grass cutting on Yelverton Roundabout: Members were asked to find out if there are any companies who may wish to sponsor the grass cutting, as sponsorship by the current sponsors has now come to an end. Members wished to extend a heartfelt thank you to British Beds who have sponsored the works over the past few years. The issue will be discussed further at the December meeting.

290/17

## **CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

*All general correspondence this month was via email and have been forwarded to all Cllrs prior to the meeting.*

291/17

## **ITEMS FOR THE NEXT AGENDA**

Sponsorship of grass cutting

Tender process for Buckland Monachorum Grounds Maintenance Contract

292/17

## **FUTURE MEETING DATES**

Next General Purposes meeting date to be held on 28<sup>th</sup> November (venue tbc)

**Weds 8<sup>th</sup> Nov**: Planning Meeting at Clearbrook Village Hall at 7.00pm followed by Finance Committee at 7.30pm

**Tues 21st Nov**: Planning meeting at 7.00pm at Clearbrook Village Hall followed by Public Meeting on DNPA Local Plan Consultation at 7.30pm. Full Council to follow at 8.00pm.

The meeting closed at 9.10pm