

# DRAFT

## Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **CLEARBROOK VILLAGE HALL** on **TUESDAY** the **26th SEPTEMBER 2017** at **8.00pm**

**Present:** Cllrs R Cheadle (RC), S Challiss (SC), L Wood (LW), S Lorne (SL), L Larkin (LL), G Baird (GB), S Hustler (SH)  
D Butland (DB) & S Woollacott (SW).

**In Attendance:** 2 Members of Buckland Monachorum Village Shop Feasibility Group  
Mrs K Johns (Parish Clerk)

Two members of the Buckland Monachorum Village Shop Feasibility Group attended the meeting and updated members on the current progress with the shop. Since losing the old village shop site which is being developed into residential accommodation the group has been offered part of St Andrews Church car park to site a village shop. The attendees said that they were extremely grateful for the church's offer, but before it could be accepted, the group were looking at ways to reduce the impact on the parking situation in the village, which is already very overcrowded.

Cllr Lucy Woods thanked the two ladies and said that the issue would be given consideration by the Parish Council.

- 231/17** **APOLOGIES FOR ABSENCE** were received from Cllrs Fowler, Britton and Bolitho.
- 232/17** **TO RECEIVE DECLARATION OF INTERESTS**  
None
- 233/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 27<sup>th</sup> JUNE 2017 and 1<sup>st</sup> AUGUST 2017**  
The minutes to the meetings on 27<sup>th</sup> June and 1<sup>st</sup> August 2017 were approved without amendment.
- 234/17** **TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 27<sup>th</sup> JUNE, 12<sup>th</sup> JULY, 1<sup>st</sup> AUGUST and 13<sup>th</sup> SEPTEMBER**  
The minutes of the Planning Committee meetings held on 27<sup>th</sup> June, 12<sup>th</sup> July, 1<sup>st</sup> August and 13<sup>th</sup> September 2017 were approved without amendment.
- 235/17** **TO FORMERLY WELCOME AND CO-OPT NEW COUNCILLOR**  
It was **AGREED** to co-opt Sue Lorne as a new member of the Parish Council. The Chairman Cllr Lucy Wood welcomed them to the Parish Council.
- 236/17** **TO DISCUSS PROGRESS WITH CRAPSTONE FIELD WORKING PARTY/ INVESTIGATIONS AND TO AGREE THE NEXT STEPS (CLLR WOOLLACOTT)**  
SW gave members an update on the Crapstone field wetland nature reserve project. They are still waiting for the Environmental report from Plymouth Environmental Action (PEA) on the project. When it is received, the report will be circulated to all members for their information.
- On the 13<sup>th</sup> of July a newsletter was sent out to local residents, giving them an update on the project. The PC has received a quote for the installation of the base to an all-weather play area at the top of the field. If the project gets the PC's go-ahead a 2<sup>nd</sup> quote will be sought prior to starting work.
- SW requested that members look at the PEA report when it is made available, with a view to approving a five-year plan for the project.
- Finally, SW said that the PC's application to Tamar Valley AONB's Sustainability Fund to provide match funding for two picnic benches, to be installed in the field had been successful. They warned that whilst this was good news, that there had been no response as yet from the other match funding application, which was the Community Project fund administered by West Devon Borough Council. The AONB funding required the works to be completed by 31<sup>st</sup> December 2017 and they were concerned that this date is fast approaching, so asked for members' approval to provide the match funding in the event that the WDBC application proved to be unsuccessful. It was **AGREED** that the PC would provide the match funding of £500.00, should the WDBC application fail. This now means that the

picnic benches can be ordered to enable their installation by the deadline.

237/17

**TO DISCUSS FUTURE CAR PARKING IN BUCKLAND MONACHORUM (CLLR WOOD)**

Following the details given by the two attendees from the Buckland Village Shop feasibility project, members were asked to consider alternatives for parking in the Village in preparation for the October meeting and it was **AGREED** to place the item on the Agenda of the next meeting.

238/17

**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;

<u>Details</u>	<u>Amount</u>
Transfer ExRoB	£100.00
D Carmichael - Field Rent Aug 2017	£100.00
DCC Grass Cutting Contribution	£641.00
DNPA Grant Funding for Vic. Water Trough Inscription	£300.00
Gross Interest A/C 11372815	£3.75
D Carmichael – Field Rent Sept 2017	£100.00
Precept 2 <sup>nd</sup> Instalment WDBC	£22390
Interment G3-07	£150.00
Transfer of ExRoB	£50.00
Interment and purchase ExRoB F5-08	£550.00
Interment F2-08	£500.00

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

<u>Details</u>	<u>Ref.</u>	<u>Amount</u>
J Rendle BM Grounds Maintenance Jul 2017	102331	£794.45
Perfect Pastures Yelverton Grass Cutting Aug 2017 - Invoice: 2859	102336	£469.50
PWLB – Cemetery Extension Repayment	DD	£1663.50
K Johns Mth 5 Clerk Admin	102333	£141.35
K Johns - Salary Mth 5	102333	£851.86
Yelverton War Memorial Hall Hire 1 <sup>st</sup> Aug 2017	102331	£20.00
E Pascoe & Sons – Reimbursement for capping work B5-09	102334	£100.00
J Rendle BM Grounds Maintenance Aug 2017	102335	£794.45

- iii) Clerk to present outcome of external audit for FY2016/17:  
 KJ reported that the Parish Council’s Annual Return 2016/17 had been signed off by the Parish’s external auditors.

239/17

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

SW reported that they were still investigating the cost of scanning the Parish’s historical documents for a TAP fund application. Gulworthy Parish Council has responded that they won’t be able to carry out the scanning work due to the workload being too much for their Clerk. The Clerk is to contact the Devon Family History Society to see if they can assist with the project.

240/17

**NEIGHBOURHOOD PLAN (NP)**

Nothing to report currently. RC is still waiting for the SEA report to be published before the Plan can be moved forward.

Bickleigh Parish Local Neighbourhood Plan is currently out for consultation. RC will look at it and make a comment

on behalf of the PC if required.

**241/17 BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)**

RC reported that some local Parishioners are trying to get a speed watch group set up. There will be an article in the next edition of Moor Links magazine asking for volunteers to help monitor speeds of vehicles in the Parish. Any interested parties should contact the Clerk.

**242/17 TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD**

The 'One Council' merger between West Devon Borough Council and South Hams District Council is open for consultation. The deadline for comments is the 8<sup>th</sup> of October. RC appraised members that by 2020 WDBC will be in debt and the merger is predicted to save the two Councils £0.5 million. Members discussed the issue and **AGREED** that RC would make a comment on behalf of the Parish Council stating that it is unanimously against the merger, because there has been no information given on what the alternatives are and without this information the PC could not support it.

RC requested that all inquiries about the merger should be directed to him to answer.

**243/17 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

LL updated members that the potholes on the road from Buckland Abbey to Buckland Monachorum are being repaired by Devon County Council soon.

RC has also now met with the owner of the SAAB garage and has clarified that they do not have the right to park their vehicles in 2 of the Yelverton shop car parking bays. West Devon is responsible for parking enforcement in the car park and any vehicles found parked in a bay for more than 2 hours will be issued with a parking ticket.

**244/17 UPDATE FROM THE PARISH COUNCIL'S WEBSITE IMPROVEMENT WORKING PARTY (CLLR FOWLER)**

MF was unable to attend the meeting so this item will be discussed at the next Full Council meeting.

**245/17 TO DISCUSS FLOOD RISK MANAGEMENT IN THE PARISH (CLLR FOWLER)**

MF was unable to attend the meeting so this item will be discussed at the next Full Council meeting.

**246/17 TO AGREE TO PURCHASE OF REMEMBRANCE DAY 2017 WREATH AND DONATION TO ROYAL BRITISH LEGION**

It was **AGREED** to purchase a wreath and make a donation to the Royal British Legion for £30.00.

**247/17 REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**

SW handed out the P3 parish footpath survey forms to members for completion. They reminded everyone that the deadline for the forms to be sent into DCC is the end of December 2017. Without completion of the forms the Parish Council cannot receive the grant money from Devon County Council for the strimming and repairs to footpaths.

SW also told members that they have received a quote for the repair of the footpath in Yelverton, which leads from the roundabout to the Methodist church as it is in a very poor state. The quote is £1087.00 plus VAT and the repairs have previously been budgeted for by the Parish Council. It was unanimously **AGREED** that the PC would instruct the contractors to start the works as soon it has received permission from the landowner and Dartmoor National Park Authority that the PC can undertake the works.

**248/17 GENERAL PURPOSES:**

**i) Cemetery:**

- a) Interments and memorial work: The clerk reported that there have been three interments in the cemetery since the last meeting.
- b) Grounds Maintenance Complaints: Members discussed the ongoing issue about the complaints the PC has received about the poor state of the grass and hedges in the Cemetery.

The matter was discussed fully and it was **AGREED** that the Clerk would write a Notice of Dissatisfaction to the contractor, detailing which works are not being done correctly. The notice will give them a specified time period in which the issues must be rectified. The matter will be discussed again at the next meeting.

- c) To discuss and agreed works required to the churchyard pathways: This item will be held in abeyance until it is clear what works are required after the antennae have been installed in the church tower.
- d) Update on pest control measures in the cemetery: LL reported that he and MF have been dealing with the ants' nests. To date, they have treated approximately 40, but the task is proving quite difficult. It was **AGREED** that the clerk would contact the pest control company again to see if the quote given to the PC could be revised down and for them to check the guarantee given with the work.

They will report back on this item at the next meeting.

- e) To discuss progress with grant applications made for replacement cemetery gates and Crapstone Field picnic benches: LL stated that he has received three quotes for a replacement metal gate to the new cemetery extension. The quotes range between £1480.00 and £1695.00. It was **AGREED** to place this item on the list of works required in the November budget meeting.
- f) To report results of topple testing in cemetery and to agree remedial works: Topple testing was carried out in accordance with the PC's policy on the 16<sup>th</sup> September 2017. As a result, one memorial was laid down as it was deemed to present an immediate risk of injury and 4 other memorials were found to need stabilisation works. It was **AGREED** that the works be paid for out of the PC's memorial repairs fund. The particulars of the memorials to be repaired will be published 14 days prior to the commencement of any works on the Parish noticeboards and website.

**iv) Cemetery Extension:**

Row markers have now been installed in the cemetery extension and a test dig of a grave has been undertaken to check the soil conditions. The clerk notified members that the extension is now ready for use and that they are now able to pre-sell plots again.

**v) To discuss works required to Crapstone War Memorial grass before Remembrance Day 2017:**

Members discussed the matter and it was **AGREED** that no further works will be required to the grass.

**vi) Play Park & Inspections:**

All inspections have been carried out to date with no major problems. Tavistock Town Council has emailed the clerk with a report of their findings of their most recent inspection of the Play parks. It is also their final inspection of the year. None of the items are high risk, therefore LL will have a look at what needs to be done and report back at the next meeting.

**vii) To agree replacement of broken dog waste bins:**

The PC has been notified by WDBC that the dog waste bin at Briar Tor is broken. LL will look at it and see if it can be fixed and report back at the next meeting.

249/17

**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.*

The PC has received a complaint about the type of lettering used to depict the II in Queen Elizabeth the Second on the Victorian Water Trough. SW read out a letter of response drafted by them on behalf of the PC. It was **AGREED** to send the letter to the complainant

250/17

**ITEMS FOR THE NEXT AGENDA**

Car Parking in Buckland Monachorum (LW)

Flooding (MF)

251/17

**FUTURE MEETING DATES**

Next General Purposes meeting date to be agreed

**Weds 11<sup>th</sup> Oct:** Planning Meeting at Milton Combe Village Hall at 7.30pm

**Tues 24<sup>th</sup> Oct:** Planning meeting at 7.00pm followed by Full Council at 7.30pm at Yelverton War Memorial Hall

The meeting closed at 9.41pm