

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **CLEARBROOK VILLAGE HALL** on **WEDNESDAY** the **22ND SEPTEMBER 2015** at **7.30pm**

Present: Cllrs S Challiss (SC) (Chairman), M Fowler (MF) (Vice-Chairman), G Baird (GB), V Bolitho (VB), L Larkin (LL) L Wood (LW), S Woollacott (SW), S Zaleski (SZ)

In Attendance: Andrew Shadrake (Devon Association of Renewable Energy) - Community Energy Feasibility Study
Tony West (St Andrew's School - Chair of the Buildings Committee) - Community Energy Feasibility Study
Mrs D Ashton (Parish Clerk)

Andrew Shadrake was in attendance to provide a report and answer any questions Members had on the current status of the Community Energy Feasibility Study.

Five sites has been found to be suitable for renewable energy - Yelverton War Memorial Hall; Buckland Monachorum Village Hall; St Andrew's School; Crapstone Field and Lady Modiford School in Walkhampton (DARE believe inclusion of this site would be valuable to the scheme as a whole).

The Government is planning to scrap a key element of the Feed-in Tariff (FIT) from October 2015 in order to curb renewable energy subsidy spending. Pre-registration will be removed for all new participants in the feed-in tariff system from 1 October 2015. Prior to 1st October 2015, installation schemes which are yet to be commissioned can still be pre-registered with Ofgem (by 30th September 2015) to obtain a fixed tariff guarantee.

To obtain pre-registration, an Energy Performance Certificate (EPC) is required for some of the sites, and only an existing legal community energy group (which meets the criteria for submission) can apply for pre-registration. DARE have been communicating with two existing groups, Exeter Community Energy (ECoE) and Tamar Energy Community to do this. DARE will provide the Parish Council with information on both as it needs to discuss and decide which group it wishes to partner with to undertake the pre-registration of the sites.

DARE has obtained a quote of £245 (+ VAT) per site within the parish to undertake a site survey, produce an EPC and lodge it on the Landmark register.

Funding for the EPCs and additional DARE technical support/administration costs (due to an earlier than anticipated registration for a guaranteed FIT) has been made possible due to a DCC scheme (Community Accelerator Programme) - an application of £2000 was submitted recently on behalf of the Parish Council (£1000 to cover the EPC quote plus £1000 to cover DARE's additional costs) and was successful.

The only obligation Council will incur under any grant from the Devon Accelerator will be to ensure pre-registration applications are submitted to Ofgem by 30th September.

Successful pre-registration will not bind Council in any way. It does not, for example, require it to allow or support solar PV on any site Council owns. All it does is to fix the FIT rate, and give the applicant (ECoE or Tamar EC) exclusive right to install and commission any installation on a site which attracts that rate. There is no obligation for Council to allow any installation to take place on its land if it does not wish it.

Whichever community energy group Councils chooses to partner with must be the group that does the community energy share issue should the any of the sites choose to participate in such a community scheme following conclusion and publication of the feasibility study.

361/15 **APOLOGIES FOR ABSENCE** were received from Cllrs Britton, Cheadle and Davis.

362/15 **TO RECEIVE DECLARATION OF INTERESTS** None

363/15 **DEVON ASSOCIATION FOR RENEWABLE ENERGY (DARE) - FEASIBILITY STUDY GRANT UPDATE**

Members noted Andrew Shadrake's update prior to the meeting and the Clerk's notes of the feasibility study steering group meeting held on 8th September. It was **AGREED** to:

- a) Note with approval that grant funding that was applied for to fund the work required for the FIT pre-registration and approve DARE's additional support and the EPC's to be carried out.
- b) Delegate authority to the Clerk, in consultation with all Members, to make a decision on the existing community energy group to partner with based of DARE's information and recommendation. The decision has been delegated as pre-registration has to be applied for by 30th September.

- c) Approve the fourth monthly progress report and payment of DARE's invoice for the feasibility study fourth stage payment of £3,950 (cheque 102087)

Cllr Wood is also going to contact Geoffrey Cox MP and arrange a meeting with him regards to the government changes in FIT subsidies.

364/15 TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25TH AUGUST 2015

It was **AGREED** to approve the minutes of the meeting held on 25th August 2015 without amendment.

365/15 TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES OF THE 25TH AUGUST AND 9TH SEPTEMBER 2015

It was **AGREED** to approve the minutes of the meetings held on 25th August and 9th September 2015 without amendment.

366/15 TO CONSIDER AND APPROVE THE GENERAL PURPOSES SUB-COMMITTEE MEETING MINUTES OF THE 9TH SEPTEMBER 2015

Min 351/15(a) p. 960: New rubber safety matting for the wooden jungle gym was part of the grant funded new Buckland Monachorum play kit project. Following a site inspection with play kit supplier/installer, the old bark chip surfacing needs to be removed and levelled by digger for the new matting which will cost approx. £150 - £200. It was **AGREED** to delegate authority to the Clerk to arrange this, in consultation with Cllr Fowler, and spend up to £200. The excess material may be suitable for community/school raised beds. Cllr Fowler will arrange a working party of volunteers to install the rubber matting.

The new play kit installed with have a post-installation safety inspection once installation is complete.

Min 351/15(b) p. 960: Cllr Larkin and Fowler are due to take a look at the pedestrian gate at Crapstone Field.

Min 353/15 p. 960: Cllr Fowler to make a report at the next General Purposes Sub-Committee meeting in October.

Min 355/15 p. 961: Tamar Valley AONB (TV AONB) has increased their grant offer to £405.25 for new recycled plastic picnic benches. An application for the remainder of the money due to be submitted to WDBC for a Community Grant.

Cemetery car park and site meeting with WDBC's Landscape Officer to be discussed at the next General Purposes Sub-Committee meeting in October.

It was **AGREED** to approve, without amendment, the minutes of this meeting held on 9th September 2015 and the recommendations contained therein.

367/15 TO CONSIDER AND APPROVE THE HUMAN RESOURCES SUB-COMMITTEE MEETING MINUTES OF THE 21ST AUGUST 2015

It was **AGREED** to approve the minutes of this meeting held on 21st September 2015 without amendment. A Sub-Committee meeting has been arranged for 30th September 2015 to discuss evaluating the Clerk's job profile.

368/15 FINANCE

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

a) Payments and Receipts

It was **AGREED** to approve the following payments:

<u>Ref.</u>	<u>Payee</u>	<u>Reason</u>	<u>Net £</u>
DD	NPower	Xmas tree lights	5.00
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DD	PWLB	Crapstone Field*	1,977.27
DD	PWLB	Cemetery extension	1,728.90
102063	DARE	Community Energy Feasibility Study 2 nd Inv	3,950.00
102064	Grant Thornton	External audit 2015	300.00
102065	Tavistock Times	Clerk job ad 23/07/2015	168.00
102066	SLCC	Clerk job ad 23/07/2015	90.00

DRAFT

102067	J Rendle	BM grounds maintenance July 2015	760.00
102068	MF Building Services	Cemetery bench hard -standing	185.00
102069	Glasdon	Crapstone Litter bin	128.99
102070	YWMH	Hall hire	27.00
102071	Perfect Pastures	Yelv grounds maintenance July 2015	381.71
102072	DCT	NP Yelv Business Park report	2,622.80
102073	SLCC	Annual subscription	131.00
102074	D Ashton	Clerk's net salary	736.81
102075	HMRC	NI contributions	32.02
102076	DCC LGPS	Employee pension	209.94
102077	DARE	CE Feasibility Study 3 rd Inv	3,950.00
102078	Perfect Pastures	Yelv grounds maintenance Aug 2015	381.71
102079	J Rendle	BM grounds maintenance Aug 2015	760.00
102080	YWMH	Hall hire	27.00
102081	E Creates	Refund of burial fee overpayment	300.00
102082	DCC LGPS	Employee pension	209.94
102083	HMRC	NI contributions	32.02
102084	K Pariss	NP website design	150.50
102085	SLCC	Local Council Clerks Guide 3 rd Ed.	15.20
102086	D Ashton	Clerk's net salary	736.81
102086	D Ashton	Council admin*	382.63

**Includes dog waste bags, electronic files storage device (for transfer of files to a new Clerk when one is recruited), printer ink, printer labels (all purchased for BMPC by the Clerk with her personal credit card) and the quarterly phone bill (Jul 2015 to Sept 2015).*

Receipts (£) since the last meeting - **NOTED:**

Current a/c:	06/08/15	CHEQUE	150.00	Interment - plot C2-10
	06/08/15	CHEQUE	130.00	New memorial - plot G3-23
Savings a/c:	05/08/15	DC	100.00	Crapstone field rent - Aug 2015
	04/09/15	DC	100.00	Crapstone field rent - Sept 2015

A VAT refund application of £1,339.82 for period 01/05/2015 to 31/08/2015 has been submitted to HMRC.

b) BM Play Kit:

New rubber safety matting for the wooden jungle gym was part of the grant funded new Buckland Monachorum play kit project. Following a site inspection with play kit supplier/installer, the old bark chip surfacing needs to be removed and levelled by digger for the new matting which will cost approx. £150 - £200. It was **AGREED** to delegate authority to the Clerk to arrange this, in consultation with Cllr Fowler, and spend up to £200.

369/15 **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Wood had been unable to attend the last Southern Parish Links Committee (SPLC) and Butland was not to give a report.

Update on WD TAP Fund projects:

- Cllr Wood reported that Lydford and Dartmoor Forest Parish Councils had been approached to see if BMPC could partner with them in their WD Tap Fund for interactive speed signs. Lydford and Dartmoor Forest Parish Councils advised this would not be possible as their application was based on several years of collating speeding data, which was to be submitted as evidence with the grant application, and BMPC did not have the same level of evidence to demonstrate the need for such signage.
- Lengthsman Project WD TAP Fund application:
Still an ongoing matter - Cllr Woollacott is in communication with SWH (DCC's highways contractor) and the other partnering parishes.

Cllr Fowler had met with the DCC Highways Neighbourhood Officer at St Andrew's School to discuss the frequent parking issues arising at school drop-off and pick-up time. There is an issue with cars parked on the zig-zag lines in front of the school. The officer advised that DCC doesn't encourage parents to drop children off outside the school and that the school should have cycle racks on site to assist in discouraging use of vehicles to drop children off. The 'no stopping' zig-zag lines will be repainted in order to comply with the law - once repainted, penalty notices can be issued on cars parked on them illegally.

370/15 TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD

Cllr Cheadle had provided a written report for the meeting:

There may be a delay in the publication in 'Our Plan' in order to resolve some issues that have arisen in the drafting of it.

This could see the targets for housing potentially shifting and there could also be another round of public consultation which may mean a review of the proposed policy regarding Yelverton Business Park. This would give Council and the parish NP group the opportunity to formally submit the NP business park study into the consultation process, along with any emerging thoughts such as the Leg 'O' Mutton and land identified as having development potential which has come forward in response to Council's call for suitable development land.

WDBC is due to make the decision (whether to delay or not) shortly. Interestingly, it is increasingly occurring to WDBC that one other thing it needs to do is pay closer attention to what emerging Neighbourhood Plans are coming up with rather than assuming that NP's will simply follow 'Our Plan'.

371/15 COUNCILLOR TRAINING

- a) WDBC had issued notes following its town/parish council training event held 1st September 2015 - previously e-mailed to all Members.
- b) A WD TAP funded Cllr/Clerk training course called 'Councillor Essentials' is due to be arranged for Thurs 19th November - Cllrs Baird and Larkin would like to attend if possible.

372/15 PARISH COUNCIL POLICIES: TO CONSIDER NEW DRAFT STANDING ORDERS (BASED ON NALC MODEL STANDING ORDERS)

To defer Members comments to the October meeting to give all time to read. The document will be amended following that meeting to reflect any comments with the view to submit it to the November Council meeting for approval.

373/15 NEIGHBOURHOOD PLAN (NP)

Cllr Cheadle had provided a written report for the meeting:

- The NP website is now under construction - it should be up and running over the next month or so (funded by a grant from Locality).
- A meeting with both DNPA and WDBC has been arranged for Friday 9th October (time and venue tbc) to see whether there is any 'give' in terms of policy between the two authorities - can the Parish be considered as 'a whole' rather than two separate areas e.g. could housing in Yelverton 'count' towards WDBC's target rather than development taking place in parts of the parish with no infrastructure. The two authorities do have a mandatory 'duty to co-operate' and one of WDBC's problems with 'Our Plan' is that there's little evidence to indicate they have done so. Cllr Cheadle will be attending the meeting as well as an independent consultant supplied by Locality. Cllr Cheadle asks if a Cllr who is also part of the NP could also attend - **Cllr Challiss will attend.**

374/15 PRINCIPAL AUTHORITY CONSULTATIONS:

- a) WDBC: New Alcohol and Entertainments Licensing policy (ends 6th Nov 2015) - deferred to next meeting.
- b) WDBC: Draft Gambling Statement of Principles (ends 23rd Oct 2015) - no comment to make.
- c) DCC: Devon Minerals Plan (ends 16th Nov 2015) - deferred to next meeting.

375/15 USE OF THE PARISH MEADOW FOR A BUCKLAND MONACHORUM VILLAGE EVENT

Cllr Wood will bring more details to Council nearer the time - to be taken off the agenda for the time being.

376/15 YELVERTON PATHS IMPROVEMENT Nothing to report.

377/15 BMPC COMMUNICATIONS

- The Parish Council's Facebook page continues to do well.
- Council's website needs upgrading as it is becoming out-dated and difficult to use/update - most of the pages cannot be accessed by the Clerk and update requests are sent to the website company who often take a very long time to update details even with the Clerk chasing up. To discuss a new website with a new Clerk - the Clerk's input is essential as he/she will be responsible for updating it.

378/15 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS None

- Geoffrey Cox MP is launching a public petition to the House of Commons calling for the improved maintenance of local roads. A blank petition form has been received and further copies can be printed from Mr Cox's website - the petition must be filled in by hand and returned to his office.
- Cllr Woollacott asked if Council could request garden owners to cut back overgrown shrubs and hedges which overhang pavements. Cllr Woollacott to write a piece for the Facebook page.

379/15 REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS

All footpaths appear to be in good order - no complaints have been received.

380/15 CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES

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

- 1) Parishioner letter requesting the Parish Council's support for a cardboard recycling skip at Leg O'Mutton. It was **AGREED** to support this. Maristow Estate has also asked if Council would support this.
- 2) Recycle Devon - 'Say no to junk mail' campaign - Council has received leaflets and stickers to distribute. Clerk to distribute to all Members for placing in suitable outlets across the parish.
- 3) Transition Tavistock - Tavistock 2015 Energy Savers Eco Fair on 03/10/2015 at Tavistock Town Hall
- 4) 3Rivers Project Lumburn-Tavy-Walkham - the project aim is to improve the environmental quality of these three rivers looking particularly at pollution from urban and agricultural sources. New rules came into effect in January to help ensure non-mains drainage does not affect the environment. An information drop in day is being planned for November, probably to take place in Tavistock, where householders and people with businesses on non-mains drainage can call in and get the latest information on the new rules and how best to look after their system.
- 5) D&S Fire & Rescue Service - Working together with the Fire Service.
- 6) D&C crime Stats for Buckland Monachorum Parish for July 2015:
 - 2 x Theft from a tents on the moor
 - 1 x Attempt to cause GBH
- 7) WDBC - 'Restorative Justice in Devon', a new project supported by the Police Crime Commissioner and the Victim Care Unit. Restorative Justice is a process that anyone who has been a victim of crime can access, to obtain answers from the offender which can help with closure on the ordeal. It is completely victim led and victim centred.
- 8) DCC - notification of withdrawal of bus service 42 Tavistock to Plymouth after 19th Sept. Stagecoach will continue to cover this route every fifteen minutes with their Service 1/X1 (which from 6th September largely replaces First Devon & Cornwall Service 83/86). Citybus Service 46, Plymouth - Tavistock - Okehampton, under contract to the County Council, will also continue to run albeit with slightly altered times.
- 9) D&C Police Crime Commissioner Monthly Report Aug 2015
- 10) DALC Annual Report 2015
- 11) SLCC Notice of AGM 2015
- 12) DNPA - 'Connecting Dartmoor and Exmoor' superfast broadband project
- 13) DCC - Sept 2015 emergency planning e-newsletter
- 14) Devon Communities Together - e-bulletin (inc. a link to Village Green e-magazine) Sept 2015
- 15) DCC Community News Round-up July and Aug 2015
- 16) DALC - Aug and Sept 2015 e-newsletters
- 17) Devon Wheels 2 Work - social enterprise that can help people that live or work in Devon to travel to employment, training and education by offering a motorcycle and scooter rental scheme
- 18) Northern Devon Healthcare NHS Trust - Pulse e-magazine
- 19) Northern Devon Healthcare NHS Trust - briefing on the start of the Success Regime in Northern, Eastern and Western Devon.

- 20)** Healthwatch Devon - Aug 2015 e-bulletin
Various e-newsletters

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

381/15 **ITEMS OF INFORMATION OR INTEREST FROM COUNCILLORS**

- Cllr Fowler attended the recent launch event of Yelverton War Memorial Hall's (YWMH) new rainwater harvesting system. A future YWMH project will be installation of solar panels of the hall.
- A resident of Milton Combe enquired with Cllr Larkin about whether a development in the village was due to happen. Council reported no as it has not received any planning application from the planning authority.

382/15 **ITEMS FOR THE NEXT AGENDA** None

383/15 **FUTURE MEETING DATES**

- Wed 30th Sept: Human Resources Sub-Committee meeting at 7.30pm at Clearbrook Village Hall (to discuss a staffing matter - due to the confidential nature of the business, press and public will be excluded from the meeting after the 'Apologies' and 'Declaration of Interests' agenda items)
- Wed 14th Oct: Planning Committee meeting at 7.30pm at Milton Combe Village Hall. A General Purposes Sub-Committee meeting may follow at approx. 8pm (tbc)
- Tues 27th Oct: Planning Committee meeting at 7.00pm followed by a meeting of Full Council at 7.30pm at Yelverton War Memorial Hall

The meeting closed at 9.17pm