

DRAFT

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL** on **TUESDAY** the **23rd JANUARY 2018** at **7.30pm**

Present: Cllrs V Bolitho (VB), S Britton (SB), S Challiss (SC), D Butland (DB), M Fowler (MF), S Hustler (SH), R Cheadle (RC), L Larkin (LL)

In Attendance: Mrs K Johns (Parish Clerk)

09/18	<u>APOLOGIES FOR ABSENCE</u> were received from Cllrs Woollacott, Baird, Lorne and Wood																																																										
10/18	<u>TO RECEIVE DECLARATION OF INTERESTS</u> None declared																																																										
11/18	<u>TO CONSIDER AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 13th DECEMBER 2017</u> The minutes to the meeting on 13 th December 2017 were approved without amendment.																																																										
12/18	<u>TO CONSIDER AND APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 13th DECEMBER and 10th JANUARY 2018</u> The minutes of the Planning Committee meeting held on 13 th December 2017 and 10 th January 2018 were approved without amendment.																																																										
13/18	<u>FINANCE</u> The Clerk circulated a finance report to Members which included the recent bank reconciliation - NOTED . Cllr Bolitho checked the latest bank transaction information and signed the bank reconciliation. i) The following receipts were NOTED since the last meeting; <table><thead><tr><th>Details</th><th>Amount</th></tr></thead><tbody><tr><td>D Carmichael - Field Rent Jan 2018</td><td>£100.00</td></tr><tr><td>Reversal of Cheque 102378 - TTC</td><td>£637.20</td></tr><tr><td>Transfer Deed No.780</td><td>£50.00</td></tr><tr><td>Ex RoB pre-purchase A6-03</td><td>£600.00</td></tr><tr><td>Transfer V1-05</td><td>£100.00</td></tr><tr><td>Ex RoB pre-purchase A6-04</td><td>£600.00</td></tr><tr><td>Ex RoB pre-purchase A6-05</td><td>£850.00</td></tr></tbody></table> ii) The following payments made since the last meeting were AGREED ; <table><thead><tr><th>Details</th><th>Ref.</th><th>Amount</th></tr></thead><tbody><tr><td>K Johns- Salary Mth 9</td><td>102373</td><td>£851.66</td></tr><tr><td>K Johns - Admin Mth 9</td><td>102373</td><td>£152.00</td></tr><tr><td>HMRC - Emp & Emp'ee NI & Tax payment - Mth 9</td><td>102374</td><td>£86.19</td></tr><tr><td>Peninsula Pensions - Mth 9 Emp & Emp'ee payment</td><td>102375</td><td>£254.30</td></tr><tr><td>Perfect Pastures Yelverton Grass Cutting Nov 2017 - Invoice: 2873</td><td>102376</td><td>£469.50</td></tr><tr><td>Glasdon - Replacement Bin</td><td>102377</td><td>£183.87</td></tr><tr><td>Tavistock Town Council Invoice SD4246</td><td>102378</td><td>£637.20</td></tr><tr><td>YWMH - Hall Hire 28/11/17</td><td>102379</td><td>£20.00</td></tr><tr><td>HSBC Bank Charge for reversal of Chq. 102378</td><td>DR</td><td>£15.00</td></tr><tr><td>J Jeffery - Drainage and ditching work. Invoice 49 - TAP funded</td><td>102380</td><td>£160.00</td></tr><tr><td>Perfect Pastures Yelverton Grass Cutting Dec 2017 - Invoice 2874</td><td>102381</td><td>£469.50</td></tr><tr><td>Npower Service Charge Yelverton Roundabout</td><td>102382</td><td>£19.95</td></tr><tr><td>Tavistock Town Council Invoice SD4246 (Reissued cheque)</td><td>102383</td><td>£637.20</td></tr></tbody></table>	Details	Amount	D Carmichael - Field Rent Jan 2018	£100.00	Reversal of Cheque 102378 - TTC	£637.20	Transfer Deed No.780	£50.00	Ex RoB pre-purchase A6-03	£600.00	Transfer V1-05	£100.00	Ex RoB pre-purchase A6-04	£600.00	Ex RoB pre-purchase A6-05	£850.00	Details	Ref.	Amount	K Johns- Salary Mth 9	102373	£851.66	K Johns - Admin Mth 9	102373	£152.00	HMRC - Emp & Emp'ee NI & Tax payment - Mth 9	102374	£86.19	Peninsula Pensions - Mth 9 Emp & Emp'ee payment	102375	£254.30	Perfect Pastures Yelverton Grass Cutting Nov 2017 - Invoice: 2873	102376	£469.50	Glasdon - Replacement Bin	102377	£183.87	Tavistock Town Council Invoice SD4246	102378	£637.20	YWMH - Hall Hire 28/11/17	102379	£20.00	HSBC Bank Charge for reversal of Chq. 102378	DR	£15.00	J Jeffery - Drainage and ditching work. Invoice 49 - TAP funded	102380	£160.00	Perfect Pastures Yelverton Grass Cutting Dec 2017 - Invoice 2874	102381	£469.50	Npower Service Charge Yelverton Roundabout	102382	£19.95	Tavistock Town Council Invoice SD4246 (Reissued cheque)	102383	£637.20
Details	Amount																																																										
D Carmichael - Field Rent Jan 2018	£100.00																																																										
Reversal of Cheque 102378 - TTC	£637.20																																																										
Transfer Deed No.780	£50.00																																																										
Ex RoB pre-purchase A6-03	£600.00																																																										
Transfer V1-05	£100.00																																																										
Ex RoB pre-purchase A6-04	£600.00																																																										
Ex RoB pre-purchase A6-05	£850.00																																																										
Details	Ref.	Amount																																																									
K Johns- Salary Mth 9	102373	£851.66																																																									
K Johns - Admin Mth 9	102373	£152.00																																																									
HMRC - Emp & Emp'ee NI & Tax payment - Mth 9	102374	£86.19																																																									
Peninsula Pensions - Mth 9 Emp & Emp'ee payment	102375	£254.30																																																									
Perfect Pastures Yelverton Grass Cutting Nov 2017 - Invoice: 2873	102376	£469.50																																																									
Glasdon - Replacement Bin	102377	£183.87																																																									
Tavistock Town Council Invoice SD4246	102378	£637.20																																																									
YWMH - Hall Hire 28/11/17	102379	£20.00																																																									
HSBC Bank Charge for reversal of Chq. 102378	DR	£15.00																																																									
J Jeffery - Drainage and ditching work. Invoice 49 - TAP funded	102380	£160.00																																																									
Perfect Pastures Yelverton Grass Cutting Dec 2017 - Invoice 2874	102381	£469.50																																																									
Npower Service Charge Yelverton Roundabout	102382	£19.95																																																									
Tavistock Town Council Invoice SD4246 (Reissued cheque)	102383	£637.20																																																									

DRAFT

iii) To confirm and sign off Precept 2018/2019: The precept figure of £46030.00 was **AGREED** by members, with an additional £1047.00 in the form of a Council Tax Support Grant provided by WDBC. The precept figure equates to a 2.79% increase on the 2017/18 figure. Cllr Bolitho (Vice-Chairman) signed the precept application form in the absence of Cllr Wood (Chairperson).

iv) To decide upon Parish Clerk's annual increment

The Clerk was asked to leave the room whilst Members discussed their increment. On their return to the room it was explained that the decision would be delayed until after the completion of their Annual Appraisal.

14/18

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

Cllr Butland reported that the drainage and ditching works funded by the TAP fund have now been completed by the Lengthsman.

KJ updated members that they have contacted WDBC and has asked if a change to the type of defibrillator for both Clearbrook and Milton Combe Village Halls will affect the grant funding. It was **AGREED** that if the answer was negative, that they should go ahead and order the battery type defibrillator from AED.

St Andrews Primary School in Buckland Monachorum have had problems with trees falling down onto their playing field. Cllr Fowler reported that as result the school had had to have a comprehensive risk assessment carried out on all the trees around the school grounds. The report identified that four trees present a danger and will have to be taken down. The bill will run into thousands and he queried why the school should be paying for their removal, when some of the affected trees are on land outside the school boundary. It is thought that two of the trees are believed to be on land owned by West Devon Borough Council. It was **AGREED** that RC would discuss with WDBC to see who should pay.

15/18

TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD (CLLR CHEADLE)

Cllr Cheadle will be meeting Geoffrey Cox M.P. later in the week. He will be asking him about Broadband and funding for it available across Devon. He asked members if there was anything else they would like raised at the meeting. Cllr Fowler said that he would like the issue of flooding in Buckland Monachorum and Milton Combe raised, especially with regards to St Andrew's Primary School.

16/18

NEIGHBOURHOOD PLAN UPDATE (CLLR CHEADLE)

The joint local plan (JLP) for West Devon, South Hams and Plymouth City Councils has now reached the examination stage. RC reported that he had attended part of the examination hearing. Once this stage has been completed the JLP will then go out to consultation and a referendum will be held.

17/18

TO DISCUSS THE NEXT STEPS FOR CRAPSTONE FIELD (TO INCLUDE A PRESENTATION ON THE WETLAND NATURE RESERVE PROPOSAL) (CLLRS CHALLISS & HUSTLER)

Cllr Challiss explained that the Wetlands Steering Group have come up with a 5-year draft management plan for 0.69 hectares of the Crapstone Field to create a wetlands nature reserve. The draft Management Plan had been circulated to all members prior to the meeting (see Appendix 1). As a result of the discussion about the report, the Parish Council **AGREED** to accept the report presented by the steering group dated 23rd January 2018 (Appendix 1) and also **AGREED** to the establishment of a wetland on the site as described and in accordance with the management plan contained therein. It was also **AGREED** to release £550.00 from the money allocated for Crapstone Field in the 2017-18 budget for work to be

DRAFT

carried out on the wetland in 2018 as detailed in the management plan.

18/18

TO DISCUSS UPCOMING DALC COUNCILLOR AND CLERK TRAINING COURSES

KJ explained that there was an upcoming CiLCA course at DALC in Exeter. She would like to sit the CiLCA qualification for Council Clerks and asked if the PC would be happy to fund the £140.00 course fee. It was **AGREED** that KJ should attend the course and the fee would be paid by the PC. Members were also asked if anyone wished to attend the Councillor Course run by DALC, no-one wished to attend.

KJ also reminded members that new data protection regulations will be introduced in May 2018 and said that a course had been arranged by DALC, but she would be unable to attend. Cllr Cheadle said that he had a sample policy on the new regulations and that he would forward onto KJ.

19/18

TO DISCUSS SPONSORSHIP OF YELVERTON ROUNDABOUT

It was **AGREED** that KJ would contact a number of Local Businesses to see if any were interested in sponsoring Yelverton Roundabout.

20/18

BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)

Cllr Cheadle explained that a new edition of Moorlinks magazine would soon be published and there were some items he had put forward on behalf of the PC.

Councillor Butland queried whether the PC should resurrect the old Miscellany Parish newsletter. The matter had been previously discussed at a meeting in 2017 and it had been agreed not to begin publishing the document again. Members **AGREED** that there was still no basis for the newsletter to be resurrected.

21/18

HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

Councillor Larkin raised a problem with Alley Hill to Blowiscombe Cross in Milton Combe. He said that the road badly needed resurfacing and that parishioners have fallen over in the ruts which had formed in the road.

Other issues with potholes were reported, especially on the Clearbrook Road by Cllr Britton. Cllr Cheadle said that he would follow up the items and report them to DCC.

Cllr Britton also reported an abandoned vehicle close to the bridge in Clearbrook. KJ said they would report to WDBC.

22/18

REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS

All P3 parish footpath survey forms have now been collected and KJ has submitted them along with the annual claim form for grant monies provided by DCC for the upkeep of the paths.

23/18

TO DISCUSS GENERAL PURPOSES ITEMS:

a) Cemetery:

- i) **Interments and memorial work:** One interment and two memorial inscriptions have been carried out since the last meeting
- ii) **Replacement beech saplings:** Cllr Challiss explained that 16 beech saplings in the hedge surrounding the cemetery extension have failed. KJ has contacted the supplier and they have

DRAFT

offered a 50% discount on replacement saplings. Cllr Challiss has received a quote from a local supplier, which is slightly more expensive than the previous supplier, but had misgivings about purchasing again from the original supplier due to the high failure rate. It was **AGREED** that replacement saplings at £44.00 should be purchased from the local supplier.

- iii) **Moss killer:** It was **AGREED** that Cllr Fowler would apply more moss killer to treat the cemetery driveway.
- iv) **Moles:** There has been a resurgence of moles in the play area and the cemetery/ extension at Buckland Monachorum. It was **AGREED** that KJ would contact a pest control expert to obtain a quote for the works and report back at the next meeting.
- v) **Mixed Hedge in Cemetery:** Cllr Challiss asked if members were happy for a working group to undertake works to tidy up/ weed the mixed native hedge between the old and current section. It was **AGREED** that the works should go ahead.

b) Play Park & Inspections

All play park inspections have been carried out and there are no safety issues to report.

24/18

CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES

All general correspondence this month via email has been forwarded to all Cllrs prior to the meeting.

Cllr Fowler explained that he had been in contact with the Art Group who will be painting the Crapstone bus shelter with the winning design of a red tractor as soon as the weather is warm enough to paint. He said that they have most colours, but require £30.00 to purchase a couple they do not have. It was **AGREED** that the Art Group should purchase the paint and the PC would reimburse the cost.

Cllr Hustler announced that they will be standing down for personal reasons. The matter was discussed and they kindly agreed to stay on until the PC's AGM in May 2018.

25/18

ITEMS FOR THE NEXT AGENDA

None

26/18

FUTURE MEETING DATES

Weds 7th Feb: Planning Meeting at Buckland Monachorum Village Hall at 7.30pm

Weds 14th Feb: General Purposes Committee meeting at Clearbrook Village Hall at 7.00pm

Tues 27th Feb: Planning meeting at 7.00pm at Buckland Monachorum Village Hall (Committee Room) followed by Full Council meeting at 7.30pm.

The meeting closed at 9.09pm

Appendix 1

Wetland Area in part Field at Crapstone Owned by Buckland Monachorum Parish Council.

Draft 5-year management plan & request for release of £550 for work in 2018 from remaining £990 of money allocated in 2017-18 Council budget.

January 2018.

Below is a plan for the management as a wetland, initially for a 5-year period, of an area in the NW corner of the field owned by the Parish Council and situated behind the Stonemoor estate in Crapstone. The area covers approx 40 x 65 m (c. .26 ha / .69 acre / or about 15% of the field.) Please refer to the accompanying sketch plan & photo, appendix 1 / 1a.

Why a wetland?

This part of the field has, according to local information, always been wet & boggy. Hence it has not been managed or used in any way in the 18 years the Council has owned it, with the exception of the cutting back in 2013 (at a cost of £500) of the impenetrable brambles which had taken over. There has been some inevitable re-growth of the brambles since then, but most of the wet area is colonised by rushes, with grasses and wild flowers also becoming a feature. (Photo, appendix 2).

Ninety eight percent of lowland meadows have been lost in recent years, so that any remaining remnant, however small, 'is of immense value for wild life & has the potential to support a wide range of flowering plants.' (Devon Wildlife Trust report, please see appendix 3). Without management, it will again become a bramble patch.

In Spring 2017 a Steering group of Clls Woollacott, Hustler & Challiss was formed to assess the viability of managing the area as a wetland. Consultation was undertaken with residents, and some conservation bodies visited site & / or provided advice: the Devon Wildlife Trust and Plymouth Environmental Action, (who both visited), the Devon Greater Horseshoe Bat Project, who supplied a bat detector & analysed its findings, & landscape gardeners David & Jenny Miles. (Please see reports, appendix 3 & 4.)

A leaflet was delivered locally, seeking support for the wetland idea and for the possible expansion of the play area, and achieved a response rate of 10%, while the Council's website & facebook page were also utilised. Some successful fundraising was carried out which enabled 2 picnic benches to be purchased for the play area, with additional grant funding, and these were installed by volunteers.

Implications for the Council.

There are currently no firm plans for further developments on any part of the field (beyond the possible expansion of the play area) and it seems unlikely that the wetland corner would be the favoured location for any development proposals which might come forward in the short to medium term.

The plan below proposes some modest management to enhance the wetland habitat, entails minimal cost and involves no structures or other features which could impose future liabilities on the Council. Cessation of management simply means that the brambles would again take over.

It is planned that the work will be progressed with both paid and volunteer labour, and that 3rd party funding will be accessed. However, the Council is requested to release £550 of the money already allocated to Crapstone Field in the budget for 2017-18, in order to start the works and to demonstrate to prospective funders that the project has Council support.

DRAFT

This amount covers 2 days paid work in 2018 – to be provided by PEA and / or Tavistock Taskforce - as detailed below, although it is hoped that for the 2nd day outside funding may be raised. The Council might also be asked to contribute some small amounts of money for match funding in the future, if this is necessary in order to secure other funds.

It is hoped that a decision can be reached at the Council's January meeting, so that work can commence before the bird nesting season.

Proposed Initial Five-Year Plan.

General Principles.

*Retain the wetland without ploughing, draining, liming, re-seeding or applying chemicals and/or artificial fertilisers. (Source DWT)

Annually:

*Control bramble re-growth by regular cutting. Larger patches should be cut after 30 September with cuttings either composted or burned off site. Manage existing bramble to break up the blocks creating scattered smaller patches to manage on an annual rotation. Strim path(s) in curved lines through vegetation. (Source DWT)

Cost: 1 day's work at approx £250 (outside bird nesting time).

*Top/strim soft rush in late August before seed setting. Aim to reduce by 70% of current level. Rake up and remove all cuttings, disposing off site, or create a compost heap. (DWT)

Cost: 1 day's work at approx £250

Year 1 additionally:

*In autumn plant a boundary hedge, location to be agreed on site with Council. Species willow, alder, birch (recommended species for wetland in DWT report,) could include other recommended species also. Provide a basic fence to protect saplings. (Both DWT & PEA suggest a hedge or hedge bank boundary.) Hedge to be maintained to Council's satisfaction on annual work days.

Cost: not known but would be dependent on volunteer labour and funding or free trees.

Total cost year 1: £550 for 2 days paid work, plus hedge + basic fencing. Source of funds: Council for the 2 days work (although 3rd party grants also to be sought for day 2), + 3rd party grants for hedge/ protective fence.

Year 2 additionally to annual works:

*Mimic grazing action by brush cutting/strimming patches to open up the sward and provide patches of shorter vegetation. (DWT) This is a one-off restorative measure. (Actual pony grazing would be too difficult to manage.)

Cost: could probably be included in the winter work day, so no extra.

*Plant/encourage more willow and maybe alder and birch. (DWT)

*Create deadwood piles with cut logs or brush. Can be placed almost anywhere on site. (DWT)

Cost of these 2 actions – minimal, volunteer labour, or on paid work days as above.

Total cost year 2: £550 – 600 for the annual paid work days, for which 3rd party funding will be sought.

Year 3, 4 or 5 additionally to annual works:

*See if a volunteer naturalist can be found locally to undertake a biodiversity survey.

*Maybe an interpretation board (based on survey) if funding can be found. (Both suggested by PEA).

DRAFT

Cost: free survey, board dependent on 3rd party funding.

At any time:

*Continue bat survey, install bat or bird boxes if funding available.

Cost: free/ 3rd party funded.

Total cost years 3- 5: £550-600 each year for annual works for which 3rd party funding will be sought. The additional works dependent on free labour and / or 3rd party funding.

Area returns to brambles if no money available from any source.