

Minutes of a meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held at **YELVERTON WAR MEMORIAL HALL (Committee Room)** on **WEDNESDAY the 24<sup>TH</sup> JUNE 2015 at 7.30pm**

**Present:** Cllrs S Challiss (SC) (Chairman), M Fowler (MF) (Vice-Chairman), S Britton (SB), V Bolitho (VB), D Butland (DB) M Davis (MD), L Larkin (LL), L Wood (LW), S Woollacott (SW)

**In Attendance:** Mr Joe Hess and Ed Persse (representing Maristow Estate)  
Mr Ian Vincent and Mrs Susie Zaleski (co-option applicants)  
Mrs D Ashton (Parish Clerk)

Mr Ed Persse and Mr Joe Hess (representing Maristow Estate) had been invited to attend by Council to have an informal discussion with Maristow Estate about improving cycling on the A386, its car parks at Leg O'Mutton and St Paul's Church in Yelverton and scrap land around Leg O'Mutton.

Cllr Challiss reminded all present that no formal BMPC policy had been agreed by Council on these matters but this was an informal discussion as part of the Neighbourhood Plan (NP) feed-in process.

Maristow Estate has made no formal plans or decisions on the cycling matter or the car parks but wished to discuss the aspirations of the NP. It would appear from the NP group, there are concerns that Yelverton (as a local centre as defined by DNPA), does not have sufficient land for future development and that Leg O'Mutton is a bit isolated from Yelverton, could it be connected in some way?

Maristow Estate has subsequently discussed whether a greater link between Yelverton and Leg O'Mutton could be generated as there is much going on in this corner of Yelverton such as the cycle paths and the various shops there. Could developing the scrap non-agricultural land at Leg O'Mutton to complement existing shops and services help and how could the land be developed? Mixed use? Residential? Recreation? For example, could it be a gateway to the moor with an interpretation centre?

There will be limitations and difficulties:

- The land is common land and would require Secretary of State permission. Developing this land would mean losing some common land and may require designating another piece of land as such to compensate.
- Any development of any type at Leg O'Mutton would be contentious.
- The A386 does present difficulties in connecting the two communities together. Overcoming this would need to be discussed with DCC and would need to be factored in to any development.

Maristow Estate would like to understand where the NP is at. It would like to feed into the NP and incorporate aspirations of the parish into any development plan for the area.

On enquiry from Members, Mr Hess explained that:

- Cllr Sanders is currently in ongoing discussions with DCC on whether some of the green areas around Yelverton shops could be turned into car parking areas to ease parking congestion there.
- The meter at Leg O'Mutton car park is not currently in operation. As far as he is aware, the meter operator should not be clamping cars. Mr Hess will seek clarification on the current and future situation with the Estate and meter operator, and advise the Council in due course.

Cllr Challiss advised that the Parish Council was not in a position to steer developers at the moment and thanked Mr Hess and Mr Persse for attending - there would be an opportunity for Members to discuss this further later in the meeting but it is likely that the NP group will take this forward.

**211/15** **APOLOGIES FOR ABSENCE** were received from Cllrs Baird and Cheadle

**212/15** **TO RECEIVE DECLARATION OF INTERESTS**

- Cllr Wood declared a non-pecuniary interest in the co-option item as one of the applicants was a relative. Cllr Wood will not take part in co-option discussion and voting.
- Cllr Challiss declared a non-pecuniary interest in the co-option item as one of the applicants was known to her.

- 213/15** **CO-OPTION OF NEW MEMBERS TO COUNCIL**  
Council considered two applications - from Mr I Vincent and Mrs S Zaleski. Cllr Challiss invited both Mr Vincent and Mrs Zaleski to introduce themselves, they were then asked to leave the room whilst Council discussed his application. Cllr Wood took no part in the ensuing discussion. Members were delighted to consider two excellent applicants and wished that there were two vacancies to offer. After discussion at length as both applicants had much to offer the parish, it was **AGREED** to co-opt Mrs Zaleski to Council. The new Member duly signed her 'Declaration of Acceptance of Office' before joining the meeting. Mr Vincent was sincerely thanked for his application and Council very much hoped that should another Casual Vacancy occur in the future, he would apply again.
- 214/15** **APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES/SUB-COMMITTEES**  
*(For those absent at the 19<sup>th</sup> may meeting)* It was **AGREED** for Cllr Cheadle to be appointed to the Planning Committee and for Cllr Zaleski to be appointed to the General Purposes Sub-Committee.
- 215/15** **APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS**  
*(For those absent at the 19<sup>th</sup> may meeting)* Cllr Woollacott wished to step down as one of the representatives to the Southern Parishes Link Committee (SPLC). It was **AGREED** for the representatives to remain as Cllr Butland and Cllr Wood. However, Cllr Woollacott will attend the forthcoming SPLC meeting in place of Cllr Wood.
- 216/15** Pursuant To Section 1(2) Public Bodies [Admission To Meetings] Act 1960, it was **AGREED** to exclude the public and press due the confidential nature of the business to be transacted
- 217/15** **STAFFING MATTER - TO FORM AND APPOINT MEMBERS TO A 'HUMAN RESOURCES' SUB-COMMITTEE**  
Cllr Challiss reported that she had sadly received a letter of resignation from the Clerk. Council thanked Mrs Ashton for her support and work in her time in the post, and reluctantly accepted the resignation. The Clerk had offered a date of 30<sup>th</sup> September as a finishing date.  
  
It was **AGREED** to form a Human Resources Sub-Committee to deal with recruitment of a new Clerk and for Cllrs Challiss, Fowler, Britton, Davis and Wood to be appointed to this sub-committee - the first meeting to take place on Thurs 9<sup>th</sup> July at 7.30pm, Clerk to book a venue.
- 218/15** It was **AGREED** to re-admit public and press to meeting.
- 219/15** **TO CONSIDER AND APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 19<sup>TH</sup> MAY 2015** It was **AGREED** to approve the minutes of the meeting held on 19<sup>th</sup> May 2015 without amendment.
- 220/15** **TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES OF THE 10<sup>TH</sup> JUN 2015** It was **AGREED** to approve the minutes of the meeting held on 10<sup>th</sup> June 2015 without amendment.
- 221/15** **TO CONSIDER AND APPROVE THE GENERAL PURPOSES SUB-COMMITTEE MEETING MINUTES OF THE 17<sup>TH</sup> JUNE 2015**  
**Min 198/15(a) p. 928:** no volunteers came forward from Council to put down a concrete base for the 'Noble' memorial bench in the cemetery. It was **AGREED** to instruct a contractor to do this and accept the quote of £185 (inclusive of VAT) previously supplied.  
  
**Min 200/15(a) p. 929:** it was **AGREED** to site the picnic bench directly onto the grass at the top end of the Parish Meadow. Green Scheme Ltd are happy to supply metal securing stakes for the bench once it is purchased.  
  
**Min 200/15(b) p. 929:** Cllr Davis advised that the dog waste bin at The Crescent, Crapstone does need replacing. It was **AGREED** to purchase a litter bin for this location as bagged dog waste can be disposed of in litter bins.
- 222/15** **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         |
| 102040      | Came & Co                  | Parish Council insurance                      | 1,113.42     |
| 102041      | CVH                        | Hall hire 19/05/2015                          | 10.00        |
| 102042      | ICCM                       | Subscription to cemetery management institute | 90.00        |
| 102043      | J Rendle                   | BM grounds maintenance May 2015               | 760.00       |
| 102044      | Tav and Dist Ring and Ride | Re-issue of 2015/16 donation                  | 100.00       |
| 102045      | Tavistock Town Council     | Playpark inspections 2013/14 and 2014/15      | 1,100        |
| 102046      | SW Internal Audit          | Internal audit 2014/15                        | 225.00       |
| 102047      | Shaw & Sons Ltd            | Burials receipt book                          | 19.85        |
| DC          | ICO                        | Data protection registration renewal          | 35.00        |
| 102048      | DCC LGPS                   | Employee pension                              | 209.94       |
| 102049      | HMRC                       | NI contributions                              | 32.02        |
| 102050      | D Ashton                   | Clerk's net salary                            | 736.81       |
| 102050      | D Ashton                   | Council admin*                                | 325.40       |
| 102051      | Glasdon UK                 | Replacement bin at Clearbrook Village Hall    | 82.85        |

*\*Includes quarterly phone bill, dog waste bags, cemetery bin bags, printer ink multipack special offer.*

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

|                     |          |        |          |  |
|---------------------|----------|--------|----------|--|
| <b>Current a/c:</b> | 28/05/15 | 102029 | 209.94   | Cheque returned to Tav Ring & Ride destroyed       |
|                     | 18/06/15 | 102027 | 32.02    | Cheque returned to HMRC and destroyed              |
|                     | 12/06/15 | DC     | 294.95   | NPower refund of accrued credit                    |
|                     | TBB      | CHEQUE | 82.85    | For Clearbrook Village Hall bin damaged by CJ Down |
|                     | TBB      | CHEQUE | 150.00   | Interment - plot A5-1                              |
|                     | TBB      | CHEQUE | 150.00   | Interment - plot F5-11                             |
|                     | TBB      | CHEQUE | 130.00   | New memorial - plot D4-2                           |
|                     | TBB      | CHEQUE | 130.00   | New memorial - plot 19 (Garden of Remembrance)     |
|                     | 23/06/15 | DC     | 1,354.74 | VAT refund   |
| <b>Savings a/c:</b> | 02/06/15 | DC     | 100.00   | Crapstone field rent - June 2015                   |
|                     | 05/06/15 | DC     | 6.70     | Interest   |
|                     | 18/06/15 | DC     | 2,972.00 | NP grant for website and business park study       |

**b) Internal Audit Report 2014/15 (internal audit undertaken on 2<sup>nd</sup> June 2015):**

- **System weaknesses** - Findings from testing showed that all financial procedures were working as expected.
- **Governance compliance** - There were no identified non-compliance issues in the testing carried out.
- **Other issues** - Council should regularly review Standing and Financial Orders to ensure compliance with legislations and best practice - should be done every two years or more often if legislation changes. **The Clerk will draft standing orders and financial regulations for consideration by Council at its September meeting.**

**223/15** **TO RECEIVE A REPORT FROM THE WDBC CLLR FOR THIS WARD** None.

**224/15** **REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

The following was reported by Cllrs attending meetings of outside bodies:

- Cllr Woollacott had attended a footpath training day organised by DALC and DCC's P3 Scheme. Part of the training day used the Parish Council's FP19 improvement project (funded under the 'Paths for Communities' scheme) as a case study. Mr Chris Britton has submitted an article on this path to Moorlinks.

- Southern Parish Links Committee (SPLC) Lengthsman Project WD TAP Fund application:  
The condition set by SPLC has been met and BMPC, as the lead Council, can now proceed with the project. Cllr Woollacott is awaiting clarification from WDBC on whether DCC can be paid directly by WDBC on receipt of an invoice(s).
- Cllr Butland reported that
  - A change of lead Council for the WD TAP Fund Cllr/Clerk Training programme is due to be discussed at the next SPLC on Thurs 9<sup>th</sup> July.
  - Cllr Cheadle will automatically become a member of the SPLC as he is now a WDBC Cllr.
  - The WD TAP Fund stands at approx. £28,000.

**225/15** **ELECTORAL REVIEW OF DEVON - PUBLIC CONSULTATION ON DRAFT RECOMMENDATIONS (ENDS 6<sup>TH</sup> JULY 2015)** Council had no comment to make on this consultation.

**226/15** **TO DISCUSS DCC PUBLIC TRANSPORT REVIEW PROPOSALS**  
The public consultation ended April - proposals drafted following that consultation are subject to final decisions being made by DCC Cabinet on 8<sup>th</sup> July. Cllr Bolitho reported that after much lobbying of the County Cllr, the proposal affecting the parish bus services 55 and 56 has now been cancelled. Cllr Cheadle is trying to lobby Cllr Sanders with regard to amending the late night Tavistock to/from Plymouth services in a bid to save services from/to Yelverton. Council is concerned that cutting services would affect communities from participating in matters that affected them, would see youngsters leaving the parish due to poor transport links and may lead to an increase in drink/driving.

**227/15** **REPORT ON A MEETING WITH A REPRESENTATIVE OF MARISTOW ESTATE (YELVERTON CAR PARKS; CYCLING ALTERNATIVES TO THE A386 AND PROGRESS WITH THE PEDESTRIAN ACCESS AT YELVERTON)**  
Further to the earlier informal discussion with Mr Hess and Mr Persse, Council **AGREED** it would be open minded to suggestions from Maristow Estate on the possibility of development of scrap land at Leg O’Mutton and very keen for the Neighbourhood Plan group to liaise with Maristow Estate on this as well as pursuing with them, the matter of improving cycling access on the A386.

**228/15** **WDBC SHLAA: LAND AT CRAPSTONE WITH POTENTIAL FOR FUTURE DEVELOPMENT - BMPC CONCERNS AND PRIORITIES**  
Council is awaiting the outcome of discussions from the Neighbourhood Plan group on both the sites at Crapstone.

**229/15** **NEIGHBOURHOOD PLAN (NP)**  
Following the two recent evidence gathering events (‘Parish Ramble’ and ‘Housing Day’), grant funding has been applied for and received for a study into the issues around an expansion of Yelverton Business Park and the construction of a dedicated NP website - both should be starting shortly.

Technical assistance (a professional planning officer) has also been applied for to explore, with WDBC and DNPA, whether their respective policies on residential development could be more complementary e.g. could the recently approved Briar Tor development count towards the housing target set by WDBC etc.

The NP group meeting will aim to meet within the next few weeks to set out what evidence has been obtained so far and which issues to include in the NP and write policy statements for.

The Tamar Valley AONB has asked if Council could fund a further £100 to its ‘Helping Hands for Heritage’ (HH4H) project. Council previously pledged to donate £100 in January 2014 (min 038/14) with the possibility of contributing a further £100 on request. Members discussed that the HH4H project had provided some invaluable NP evidence gathering workshops for the parish over the past year. It was **AGREED** to contribute a further £100.

**230/15** **DEVON ASSOCIATION FOR RENEWABLE ENERGY (DARE) - FEASIBILITY STUDY GRANT UPDATE**  
The Clerk had distributed the first project progress report from DARE along with a project timeline, notes from the 27<sup>th</sup> May 2015 inception meeting and 16<sup>th</sup> June 2015 group meeting plus a flowchart explaining the stages involved in implementing up a community energy scheme for one of the three types of renewable energy being covered in the feasibility study (attached as **APPENDIX 1**).

An invoice from DARE for the feasibility study first stage payment of £3,950 had been received.

It was **AGREED** to accept and approve the:

- a) First project progress report from DARE.
- b) Project timeline, notes from the 27<sup>th</sup> May 2015 inception meeting and 16<sup>th</sup> June 2015 group meeting plus a flowchart explaining the stages involved in implementing up a community energy scheme for one of the three types of renewable energy being covered in the feasibility study.
- c) Payment of DARE's invoice for the feasibility study first stage payment of £3,950 (cheque 102053).

A public meeting has been arranged for Tues 14<sup>th</sup> July 2015 inviting parishioners to learn more about the project and participate.

## **231/15 BMPC COMMUNICATIONS**

- The Parish Council's Facebook page continues to do well.
- Articles have been prepared for the next edition of Moorlinks:
  - The new Council.
  - Planning Committee report on the presentation about a potential project to expand Yelverton Business Park at the 10<sup>th</sup> June Planning Committee meeting.
  - Neighbourhood Plan update including review of Yelverton Business Park.
  - Community Energy Feasibility Study.
  - Call for suitable development land.
  - Anti-dog fouling campaign.
  - Green burials.
  - Buckland Monachorum village defibrillator.
  - How does the Planning Committee work?

## **232/15 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS**

- Some of the recent pothole repairs undertaken by DCC are beginning to deteriorate - Cllr Woollacott will report them to DCC online.

## **233/15 REPORT ON PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS**

- Minor works have been undertaken along FP19 to try and deal with surface water run-off.
- A diversion order for FP10 is due to be approved shortly by DCC.

## **234/15 CORRESPONDENCE AND COMMUNICATIONS FROM OTHER AGENCIES**

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

- 1) D&C crime stats from 29<sup>th</sup> April to 30<sup>th</sup> May:
  - 1 x Attempt to Wound/GBH ] Driving Related
  - 1 x Possession of Offensive Weapon ] Driving Related
  - 1 x Dog not under proper control - Crapstone
  - 1 x Vehicle Interference - Yelverton
  - 2 x Burglary Non Dwelling
  - 1 x Make Off without payment - Yelverton Garage
  - 1 x Theft from Motor Vehicle
  - 2 x Possession of Controlled Drug
  - 1 x Use of Threatening Behaviour
- 2) WDBC SPLC - draft agenda for 9<sup>th</sup> July meeting
- 3) DALC - letter to all Cllrs from NALC
- 4) DALC - result of DNPA ballot (Simon Hill and Derek Webber elected)
- 5) DALC newsletter June 2015
- 6) Geoffrey Cox MP surgery dates 2015
- 7) D&C Police Crime Commissioner June 2015 report
- 8) Dartmoor Commoners' reports for May
- 9) DCC Emergency Planning newsletter - June 2015
- 10) 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.*

## **235/15** ITEMS OF INFORMATION OR INTEREST FROM COUNCILLORS

- Cllr Wood reported that as there is no Crapfest event planned for 2015, Buckland Monachorum villagers are considering organising a village event called 'Buckfest'. Various sites to hold the event are being discussed, one of them being the Parish Meadow.
- All General Purposes items previously included on the monthly Council meeting agenda (such as grounds maintenance, play areas, Parish Meadow, cemetery, Christmas Tree) will be discussed at a General Purposes Sub-Committee meeting on 8<sup>th</sup> July 2015. The Sub-Committee should meet on a regular basis to deal with such items rather than have them on Full Council agendas.
- A parishioner had contacted Cllr Woollacott with regards to having a family barbeque in the Parish Meadow. Members were concerned about the kind of barbeque which would be used - the parishioner to write to Clerk so request can be brought to Council.

## **236/15** ITEMS FOR THE NEXT AGENDA

- Discussion on changing the day of the monthly Council meeting and agree a day.
- Use of the Parish Council for a Buckland Monachorum village event - Cllr Wood to supply further details.

## **237/15** FUTURE MEETING DATES

- Wed 8<sup>th</sup> Jul: Planning Committee meeting at 7.30pm at Milton Combe Village Hall followed by a meeting of the General Purposes Sub-Committee at approx. 8pm
- Thurs 9<sup>th</sup> Jul: Human Resources Sub-Committee at 7.30pm (venue tbc). Staffing matter to be discussed so will be pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960. Sub-Committee resolve to exclude the public and press due the confidential nature of the business to be transacted.
- Wed 22<sup>nd</sup> Jul: Planning Committee meeting at 7.00pm followed by Full Council at 7.30pm at Buckland Chapel (adjacent to school)

The meeting closed at 9.40pm