

## Buckland Monachorum Parish Council

Minutes of the Annual Meeting of the **BUCKLAND MONACHORUM PARISH COUNCIL** held  
on **TUESDAY 16<sup>TH</sup> MAY 2023** at **7.30pm** at **Buckland Monachorum Village Hall**

**Present:** Cllrs R Cheadle, A Cunningham, A West, M Sheridan, S Woollacott, K Cornthwaite and V Hart.  
**In Attendance:** Katharine Griffiths (Parish Clerk), one member of the public.

The meeting was opened by Cllr R Cheadle.

<b>111/23</b>	<p><b>To elect a Chairman and for them to sign the 'Declaration Acceptance of Office' book</b> It was proposed by Cllr Cheadle, seconded by Cllr Woollacott that Cllr Sheridan be elected as chairman for the forth coming year. This was unanimously agreed by the council. The Declaration of Acceptance of Office was signed.</p>
<b>112/23</b>	<p><b>Apologies</b> Apologies were received and accepted from Cllr G Baird.</p>
<b>113/23</b>	<p><b>To elect a Vice-chairman</b> It was proposed by Cllr Sheridan that Cllr Cunningham be vice-chair for the forth coming year. This was seconded by Cllr Cheadle and agreed by the council.</p>
<b>114/23</b>	<p><b>Co-option of New Members</b> Frayne Coulshaw requested to be co-opted to the council. This was unanimously agreed by the council. The Declaration of Acceptance of Office was signed, and Cllr Coulshaw was welcomed back.</p>
<b>115/23</b>	<p><b>Declaration of Interests and Register of Interests</b> No declarations of interests to record. Councillors were reminded to complete their register of interests forms.</p>
<b>116/23</b>	<p><b>Appointment of Members to serve on committees/sub-committees</b> It was proposed that Cllr Cunningham remain Chair of the planning committee. This was agreed by the council. Cllr West was agreed as vice-chair of the planning committee. Cllr Baird had requested to leave the planning committee, due to time pressures. Cllr Hart joined the General Purposes committee and Finance committee. It was agreed that the other members would stay as they were for the forth coming year.</p>
<b>117/23</b>	<p><b>Councillor Training</b> The clerk advised that there are a number of very useful training courses being run by DALC. Councillors would need to reregister for the DALC website, to have a look at the courses available. Additionally, there is a Southern Links meeting being held on the 24<sup>th</sup> May at Kilworthy House to discuss how to spend the remains of a training budget that was provided a number of years ago. Cllr Woollacott will attend on behalf of the council.</p>
<b>118/23</b>	<p><b>To consider and approve the minutes, of the following meetings:</b> <b>a)The full council meeting held on 25<sup>th</sup> April 2023</b> The minutes had been circulated and were <b>agreed</b> as a true record. <b>b) The minutes of the annual parish meeting held on 15<sup>th</sup> April 2023.</b> The minutes had been circulated and were agreed as a true record with the addition of one paragraph suggested by Cllr Cheadle.</p>
<b>119/23</b>	<p><b>To receive a report from the WDBC Cllrs for this ward</b> Cllr Cheadle and Cunningham were congratulated. Cllr Cheadle gave a brief update. WDBC are getting going again after the elections. The postponed Burrator Ward election will take place on the 15<sup>th</sup> June. An elected councillor from the Tavistock North ward has resigned and therefore this</p>

## Buckland Monachorum Parish Council

	election will be held again. After this time the overall rule will be known and committee membership can be decided.																						
<b>120/23</b>	<b>To receive a report from the Devon County Councillor</b> Cllr Sanders was not present.																						
<b>121/23</b>	<p><b>Planning Applications</b></p> <table border="1"> <thead> <tr> <th>Application Number</th> <th>Proposal</th> <th>Council Decision</th> </tr> </thead> <tbody> <tr> <td><a href="#">DNPA 0194/23</a></td> <td>Revised low level rear access, 30 Briar Tor, Yelverton, Devon, PL20 6DP</td> <td>No Objection</td> </tr> <tr> <td><a href="#">WDBC 1396/23/HHO</a></td> <td>Householder application for erection of 2-storey extensions to adjoin the existing house, demolition of an existing garage, erection of a detached double garage with store above, replacement of existing uPVC windows with an aluminium substitute &amp; addition of an external wall insulation system to clad entire house (resubmission of 4275/22/HHO) Moray House, Yelverton, PL20 6DF</td> <td>No Objection</td> </tr> <tr> <td><a href="#">WDBC 0458/23/HHO</a></td> <td>Householder application for 20 ground mounted solar panels on two frames of 10 in the garden, Summerleas, Crapstone Road, Yelverton, PL20 6BT</td> <td>No Objection</td> </tr> <tr> <td><a href="#">WDBC 1031/23/FUL</a></td> <td>Proposed stone track leading from Yeoland Lane to the centre of the adjacent fields The Mare And Foal Sanctuary, Yeoland Lane, Yelverton, Devon, PL20 6BX</td> <td>No Objection</td> </tr> <tr> <td><a href="#">WDBC 1079/23/HHO</a></td> <td>Householder application for erection of detached single garage Land Adjacent To Dell Cote, Road From Abbey Close To Lark Rise, Crapstone, Devon</td> <td>No Objection</td> </tr> </tbody> </table> <p>The clerk had received a message from the occupants of Heath Cottage offering for a councillor to visit to see what they were wanting to do. It was suggested that a councillor only visit in conjunction with a formal site visit with DNPA.</p>			Application Number	Proposal	Council Decision	<a href="#">DNPA 0194/23</a>	Revised low level rear access, 30 Briar Tor, Yelverton, Devon, PL20 6DP	No Objection	<a href="#">WDBC 1396/23/HHO</a>	Householder application for erection of 2-storey extensions to adjoin the existing house, demolition of an existing garage, erection of a detached double garage with store above, replacement of existing uPVC windows with an aluminium substitute & addition of an external wall insulation system to clad entire house (resubmission of 4275/22/HHO) Moray House, Yelverton, PL20 6DF	No Objection	<a href="#">WDBC 0458/23/HHO</a>	Householder application for 20 ground mounted solar panels on two frames of 10 in the garden, Summerleas, Crapstone Road, Yelverton, PL20 6BT	No Objection	<a href="#">WDBC 1031/23/FUL</a>	Proposed stone track leading from Yeoland Lane to the centre of the adjacent fields The Mare And Foal Sanctuary, Yeoland Lane, Yelverton, Devon, PL20 6BX	No Objection	<a href="#">WDBC 1079/23/HHO</a>	Householder application for erection of detached single garage Land Adjacent To Dell Cote, Road From Abbey Close To Lark Rise, Crapstone, Devon	No Objection		
Application Number	Proposal	Council Decision																					
<a href="#">DNPA 0194/23</a>	Revised low level rear access, 30 Briar Tor, Yelverton, Devon, PL20 6DP	No Objection																					
<a href="#">WDBC 1396/23/HHO</a>	Householder application for erection of 2-storey extensions to adjoin the existing house, demolition of an existing garage, erection of a detached double garage with store above, replacement of existing uPVC windows with an aluminium substitute & addition of an external wall insulation system to clad entire house (resubmission of 4275/22/HHO) Moray House, Yelverton, PL20 6DF	No Objection																					
<a href="#">WDBC 0458/23/HHO</a>	Householder application for 20 ground mounted solar panels on two frames of 10 in the garden, Summerleas, Crapstone Road, Yelverton, PL20 6BT	No Objection																					
<a href="#">WDBC 1031/23/FUL</a>	Proposed stone track leading from Yeoland Lane to the centre of the adjacent fields The Mare And Foal Sanctuary, Yeoland Lane, Yelverton, Devon, PL20 6BX	No Objection																					
<a href="#">WDBC 1079/23/HHO</a>	Householder application for erection of detached single garage Land Adjacent To Dell Cote, Road From Abbey Close To Lark Rise, Crapstone, Devon	No Objection																					
<b>122/23</b>	<p><b>Finance</b></p> <p><b>a) To agree the payments for MAY 2023 and note the receipts.</b></p> <p>There was a further invoice received from Tavy Turf of £809.62 (inv VAT). The matter of the payments for the grass cutting at Yelverton was discussed and it was agreed to pay the three invoices.</p> <p>The payments below were agreed, and the receipts noted.</p> <table border="1"> <thead> <tr> <th>Recipient</th> <th>Amount (ex VAT)</th> <th>VAT (If Applicable)</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>Tony Benger – BM Ground Maintenance May 23</td> <td>1350.08</td> <td>270.02</td> <td>1620.10</td> </tr> <tr> <td>Tavy Turf Yelverton Ground Maintenance Cuts 28/04 and 11/5</td> <td>2024.43</td> <td>404.88</td> <td>2429.31</td> </tr> <tr> <td>KG Wages and expenses</td> <td>1073.37</td> <td></td> <td>1073.37</td> </tr> <tr> <td>HMRC</td> <td>78.58</td> <td></td> <td>78.58</td> </tr> </tbody> </table>			Recipient	Amount (ex VAT)	VAT (If Applicable)	Total (£)	Tony Benger – BM Ground Maintenance May 23	1350.08	270.02	1620.10	Tavy Turf Yelverton Ground Maintenance Cuts 28/04 and 11/5	2024.43	404.88	2429.31	KG Wages and expenses	1073.37		1073.37	HMRC	78.58		78.58
Recipient	Amount (ex VAT)	VAT (If Applicable)	Total (£)																				
Tony Benger – BM Ground Maintenance May 23	1350.08	270.02	1620.10																				
Tavy Turf Yelverton Ground Maintenance Cuts 28/04 and 11/5	2024.43	404.88	2429.31																				
KG Wages and expenses	1073.37		1073.37																				
HMRC	78.58		78.58																				

## Buckland Monachorum Parish Council

Devon Pension Fund	317.90		317.90
Insurance	2063.43		2063.43
		Total	£6769.62

The following payments made since the last meeting were NOTED.

Recipient	Amount
KG Wages and expenses	£1,163.81
WDBC - Bin emptying	£716.04
Yelverton Hall Hire	£24.00
DALC membership	£838.80
R Eggins- Hedge trimming	£300.00
Bus Shelter Cleaning, I clean	£30.00
BMVH - hall hire.	£26.25
HMRC	£78.58
K Cornthwaite - grass seed reimbursement	£39.00
BM Community Partnership -coronation grant	£250.00
DCC pension fund April 23	£317.90
Tony Benger Cemetery GM April 23	£1,620.10
E.ON Lights roundabout	£25.54
Coronation Donation Clearbrook	£150.00
Payment to R Cheadle reimbursement Rotavator and Coronation	£72
	£302.79

**b) To note the bank reconciliation and receipts.**

The bank reconciliation was noted along with the following receipts.

**c) Receipts noted.**

Field Rent - Crapstone      £110

Cemetery : £150

HMRC VAT reclaim - £7294

**d) Renewal of insurance**

The clerk had circulated the insurance details and advised that the cost had gone up marginally. The cost for the year would be £2063.43.

It was agreed to renew the insurance on these terms.

**e) To approve the bank reconciliation for submission with the Annual Return 2022/23**

This was agreed and signed at the meeting of 25<sup>th</sup> April 2023

**f) To approve the Annual Governance Statement (Section 1) of the Annual Return 2022/23**

The document had previously been circulated and it was agreed and signed.

**g) To complete, approve and sign the Accounting Statements (Section 2) of the Annual Return 2022/23**

The document had previously been circulated and it was agreed and signed.

<b>124/23</b>	<p><b>Yelverton:</b>  <b>An update with regard to the maps and display boards. (Cllr Sheridan)</b>                  The design has been agreed and they are ready to go to print.                  The clerk will confirm what the new website address will be.</p>
---------------	---

## Buckland Monachorum Parish Council

<b>125/23</b>	<p><b>Grass cutting contract.</b> There are ongoing issues with the grass cutting. It was agreed that a number of councillors would take a walk around to ascertain the actual problems and then meet with the contractor to discuss further.</p>
<b>Buckland:</b>	
<b>126/23</b>	<p><b>Grass cutting contract.</b> Cllr Woollacott has visited recently, and the grass is very long and has only had one cut this year. The clerk has requested a site visit with the contractor's manager and is awaiting a response. There is a burial due to take place on Monday 22 May and the cemetery is not in an acceptable state. Currently the council are being invoiced for work not being carried out. It was agreed that the clerk would send a strong email and request a meeting ASAP.</p>
<b>Crapstone</b>	
<b>127/23</b>	<p><b>To consider the new noticeboard.</b> There may be a possibility of match funding from WDBC. Quotes have been obtained and to find one that provides installation and a recycled board the costs are coming out similar to previous quotes. The clerk will approach the highways officer again to see if the location is acceptable.</p>
<b>Playparks:</b>	
<b>128/23</b>	<p><b>Buckland Monachorum Playpark</b> The community group met on the 10<sup>th</sup> May, there are number of members, they are planning on holding a stall at the Summer Fair to raise funds and also provide more information about the project to the community and hopefully receive offers of help. A working party is also being planned to carry out minor maintenance and get community input about what is needed.</p>
<b>129/23</b>	<p><b>Crapstone Playpark and wildlife area.</b> Cllr Woollacott and Cllr Coulshaw have obtained 60 signatures in support of improving the play equipment. How much the s106 funding will be is being looked into, Cllr Cheadle has contacted the WDBC officer who is responsible for managing the funding. With regard to the damage that has been caused by builders accessing the rear of a property in Morley Drive the area has not been put back to its original state. The clerk will write to the contractor asking them to specify how they propose to rectify the damage and set a deadline for the work to be carried out by.</p>
<b>130/23</b>	<p><b>Correspondence:</b> The election papers of representatives to DNPA has been received. The candidates were read out by the clerk and the nomination were decided upon.</p>
<b>131/23</b>	<p><b>BMPC Communications (newsletters, social media, press articles)</b> There will be a requirement for the website name to change to a .gov.uk address. The clerk will confirm what that will be as it will be required for the Yelverton Posters.</p>
<b>132/23</b>	<p><b>Update on Parish paths (P3) and other footpath matters.</b> All fine at the moment, the funding for the strimming of the paths has been agreed by DCC the council will receive £1700.</p>
<b>133/23</b>	<p><b>Highway matters: any to be reported and updates.</b> The clerk will chase the Highways officer for a date to meet. Highway issues can be reported online at: <a href="https://www.devon.gov.uk/roadsandtransport/report-a-problem/">https://www.devon.gov.uk/roadsandtransport/report-a-problem/</a> The clerk raised the issue of the sign request for the rear of Chapel Meadow, a response has been received from DCC that they are not installing a sign. As the matter has been investigated by the</p>

## Buckland Monachorum Parish Council

	parish council and if a sign is installed or funded on private land the council could be held liable if there were an accident. It was therefore agreed that there was nothing further the parish council could do and it was a private matter.
<b>134/23</b>	<b>Items for the next agenda</b> Please let the clerk have any items.
<b>135/23</b>	<b>Future Meeting Dates:</b> Wed 7th June Planning committee at 7.00pm followed by GP at 7.30pm Clearbrook VH Tuesday 27th June Planning Committee at 7.00pm followed by Full council meeting at 7.30pm Yelverton Memorial Hall.
	<b>Meeting finished at: 20.58</b>