

Minutes of a meeting of the **ANNUAL MEETING of BUCKLAND MONACHORUM PARISH COUNCIL** held at
Remotely Via Zoom on TUESDAY the 4th May 2021 at 7.30pm

Present: Cllr's G Baird, V Bolitho, R Cheadle, S Woollacott, A Cunningham, R Houston, D Foley, M Sheridan, K Cornthwaite, A West and M Fowler

In Attendance: K Griffiths (Parish Clerk)

- 141/21 TO ELECT A CHAIRMAN AND TO SIGN THE 'DECLARATION OF ACCEPTANCE OF OFFICE'**
Councillor Fowler was proposed by Cllr Cheadle and seconded by Cllr Cornthwaite to be appointed Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Fowler be appointed Chairman for the ensuing year. The Declaration of Acceptance record book will be signed at the next physical meeting.
Thanks was given to Gary Baird as the outgoing chair.
- 142/21 APOLOGIES FOR ABSENCE**
Apologies for absence were received from Cllr S Challis.
- 143/21 TO ELECT A VICE-CHAIRMAN**
Cllr Challis had previously expressed an interest in becoming Vice-Chair. Cllr Fowler proposed Cllr Challis seconded by Cllr Bolitho. It was **AGREED** that Cllr Challis be appointed as Vice-Chair for the ensuing year.
- 144/21 DECLARATION OF INTERESTS AND REGISTER OF INTERESTS**
Councillors were reminded of the requirement to complete their Register of Interest forms. There were no declarations of interest made for the meeting.
- 145/21 APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES/SUB-COMMITTEES 2021/22**
See **APPENDIX 1**.
- 146/21 APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS 20**
See **APPENDIX 1**
- 147/21 TO CONSIDER AND APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27th April 2021**
It was **AGREED** to approve the minutes of the meeting held on 27th April 2021 with one amendment, the addition of the attendance of Cllr Cunningham.
- 148/21 TO CONSIDER AND APPROVE THE PLANNING COMMITTEE MEETING MINUTES HELD ON 27th April 2021**
It was **AGREED** to approve the minutes of the meeting held on 27th April 2021 with one amendment. The addition of "neutral view" for application WDBC 1092/21/ARC
- 149/21 TO CONSIDER A "SCHEME OF DELEGATION" TO COVER PAYMENTS AND PLANNING CONSULTATIONS UNTIL THE NEXT SCHEDULED FULL COUNCIL MEETING ON THE 22ND JUNE 2021.**
The Scheme of Delegation had been circulated by the clerk. Due to the length of time between

meetings, it is felt that the scheme of delegation is required to ensure that payments can be made and responses to planning consultations can be given in a timely manner.
It was AGREED that the Scheme of Delegation would be implemented until the 22nd June

150/21 PLANNING APPLICATIONS

P.A. No.	Details	BMPC Comment
<u>WDBC 1074/21</u>	G1: Holly & Maple - Crown height reduction to 1.5m from bank level. G2: Beech, Maple & Filbert - Crown height reduction to 2m from bank level. G3: Beech & Holly - Crown height reduction to 2m from bank level. T4: Maple - Crown height reduction to 2m from bank level. To improve light levels to property and garden at 21 Seaton Way, Crapstone, PL20 7UZ	Neutral View
<u>WDBC 1295/21</u>	Householder application for remodelling of existing bungalow including rear extension and garage at 7 Moorland Court, Yelverton PL20 6BL	Neutral View
<u>DNPA 0190/21</u>	Proposed: Bridleway footbridge and associated works over the River Walkham nr Buckland Monachorum at Double Waters Bridge, nr Buckland Monachorum by DCC	Support

151/21 FINANCE

a) To agree that the clerk can make payment for the regular ground maintenance contracts and the clerks wages at the end of May 21 in consultation with the Chair and Vice Chair.

It was AGREED that these payments could be made.

b) Renewal of insurance

It was reported that the insurance was due for renewal. The Clerk gave a brief summary of the insurance renewal information. It was AGREED to renew the insurance with the same company.

End of year accounts 2020/21 sign off and to agree that the documents will be signed at a later date by the Chair.

c) To approve the bank reconciliation for submission with the Annual Return 2020/21

d) To approve the Annual Governance Statement (Section 1) of the Annual Return 2020/21

e) To complete, approve and sign the Accounting Statements (Section 2) of the Annual Return 2020/21

The above documents (c to e) have previously been circulated to the Finance Committee and it is a recommendation of the committee that these documents are agreed by the full council.

It was AGREED by the full council that the documents be approved in order and will be signed by the Chair at a later date.

153/21 TO CONSIDER AND AGREE WITH EXPENDITURE WHERE NECESSARY AN OUTSIDE TAP AND REPLACEMENT BIN AT YELVERTON TOILETS.

The plumbing for a tap is being looked into. The estimated cost for supply and installation is about £300. The bin by the toilets is very small and needs replacing, there is some funding that has been re-allocated. A number of costs have been obtained for benches.
To enable funding to be obtained, it is envisaged that this will be put into one project.

154/21 TO CONSIDER A PROPOSAL TO RENEW THE LOCAL MAPS, INCLUDING CYCLING ROUTES IN THE DRAKES TRAIL NOTICE BOARD.

The maps in the Drakes Trail noticeboard are out of date. Cllr Folley has asked a local graphic designer to give a quote and some ideas about new maps. A proposal is being waited for. Sustrans have been contacted with regard to signage in the area.

155/21 TO NOTE THAT THE CONSECRATION OF THE UPPER CEMETERY WILL TAKE PLACE ON THURSDAY 6TH MAY 2021.

It was noted that the area previously agreed at the Upper Cemetery would be take place on Thursday 6th May at 2.30pm.

156/21 BMPC COMMUNICATIONS (NEWSLETTERS, SOCIAL MEDIA, PRESS ARTICLES)

Cllr Fowler has received an email from St Andrews school, with regard to the fact that the route through the school and the playing field remain shut off to members of the public outside school hours. The head teacher (Mrs S Lakey) has commented that "We are about to embark on considerable playground development including the construction of a MUGA (Multi Use Games Area). We are also looking into field drainage which is an on-going issue. For this reason, it will not be safe to access the school site at present and as such, the grounds will remain closed at this time."

157/21 HIGHWAY MATTERS AND REPORTS OF MINOR REPAIRS

Nothing further at this time.

158/21 PARISH PATHS (P3) AND OTHER FOOTPATH MATTERS

Concerns have been raised with regard to FP2 going through Cuxton Farm. It is a working farm and it is felt that the safety of the users is an issue. There have been a few near misses, with one involving a pre-school group. The clerk will contact them with regard to the matter. It was agreed that Cllr Woollacott could contact DCC with regard to diverting FP2 to avoid this situation.

159/21 COMMUNICATIONS FROM OTHER AGENCIES AND CORRESPONDENCE

Nothing Further.

160/21 BUSINESS AT THE CHAIRMAN'S DISCRETION – NO DECISION MAKING TO TAKE PLACE DURING THIS ITEM.

It was noted that the scramble net in Buckland playpark is broken and the wood is starting to rot. Quotes have been obtained for repairing the equipment, but it may be better to replace the equipment. This will be looked at during a site visit.

161/21 ITEMS FOR THE NEXT AGENDA

Any items please let the clerk know.

162/21 FUTURE MEETING DATES:

Tuesday 11 th May 2021	General Purposes Site meeting at Buckland Monachorum Cemetery at 6pm
Tuesday 18 th May 2021	General Purposes Site meeting at Yelverton at 6pm (postponed)
Tuesday 22 nd June 2021	Planning Committee at 7pm followed by Full Council meeting at 7.30pm Venue: Clearbrook Village Hall (TBC)

Meeting finished at 8.55pm

Buckland Monachorum Parish Council

CURRENT LIST OF COMMITTEES AND SUB-COMMITTEE MEMBERS (2019/20):

Chairman 2019-20: Laurie Larkin

Vice-Chairman 2019-20: Gary Baird

The offices of Chairman and Vice-Chairman are ex-officio (have automatic membership of all committees)

Planning Committee:

TOR's: Generally, meets on the SECOND WEDNESDAY and FOURTH TUESDAY of the month. The meetings usually last half to three quarters of an hour. This is the only committee that has delegated powers to make decisions on behalf of the Parish Council. There are normally 9 members which sit on the Committee.

Members: Ric Cheadle, Martin Fowler, Gary Baird, Val Bolitho, David Butland, Sally Challiss, Lucy Wood, Susan Woollacott, Laurie Larkin, Richard Allan.

Finance Sub-Committee:

TOR's: Generally, meets at least once a year in the autumn to set the budget for the new financial year. There are 7 members and all decisions made by the Sub-Committee are ratified by Full Council prior to works going ahead.

Members: Sally Challiss, Gary Baird, Val Bolitho, David Butland, Martin Fowler, Susan Woollacott

General Purposes Sub-Committee:

TOR's: Generally, meets at least four times a year - sometimes on site to survey council land, bus shelters, cemetery and play parks. The Sub-Committee is also responsible for considering maintenance and management issues for the cemetery and memorial meadow. There are 8 members that sit on it and all decisions made by it are ratified by Full Council prior to works going ahead.

Members: Gary Baird, David Butland, Sally Challiss, Martin Fowler, Laurie Larkin, Lucy Wood, Susan Woollacott

Human Resources Sub-Committee:

TOR's: The Committee is convened as and when required when there is an HR issue to be dealt with. 5 members sit on it and all decisions made by the Sub-Committee are ratified by Full Council prior to works going ahead.

Members: Val Bolitho, Susan Woollacott, Laurie Larkin, Gary Baird, Richard Allan

Representatives:

A Member is nominated as a link to various local community group committees to enable an exchange of information and keep abreast of what is happening locally.

- Charitable Committees: Buckland/Horrabridge: **David Butland**
Drakes Trust Milton Combe: **Val Bolitho**
- Roborough Commoners: **David Butland**
- Southern Parishes Link Committee: **David Butland & Susan Woollacott**
- DNPA: **Ric Cheadle**
- Village Halls: Milton Combe: **Val Bolitho**
Buckland Monachorum: **Gary Baird**
Yelverton: **Martin Fowler**
Clearbrook: **Richard Allan**

Other Appointments:

- P3 Scheme representatives: **Sue Woollacott, Sally Challiss.**
(This is a partnership scheme with DCC for the maintenance of our parish footpaths)
- Parish Council Liaison with the governing body of St Andrew's C of E Primary School: **Martin Fowler**