

Minutes of the Regular Meeting of the Chagford Parish Council held at Endecott House on Monday 8th January 2024 commencing at 7.30 p.m.

Prior to the meeting Debra Witting (one of the directors of Chagford Community Trust), and Andrew Kirby (Gatehouse Partners, the developers applying for planning permission for a potential new development behind Lamb Park) introduced themselves to Chagford Parish Council.

Andrew outlined his role in this project. He is an architect with specialisms in the design, development and management of sustainable builds focussing on urban technology and low energy heating demands.

The initial draft plan is to propose 40 housing units; it is proposed these will be a mix of appropriate housing including two- and three-bedroom flats and houses, with a small number of four-bedroom houses. It is proposed that 45% of the overall development will be affordable housing.

The project is now entering a wider consultation process. The aim of this is to gather thoughts from the planners, the Parish Council and the community. There is a consultation meeting, open to the public, on the 6th February, 2.30pm until 8pm, in Endecott House.

Andrew will email copies of the plan to the Clerk. These will then be posted on the CPC noticeboard.

Present: Cllrs. Frances Everson, Belinda Hayter-Hames, Mrs Gay Hill, Jill Millar (Chair), Dhevhas Nair, Andrew Parrott, Mrs Gill Printy, Rachel Short, Neil Smilie, Stuart Wright.

In attendance: Cllr. Jane Elliott, representing West Devon Borough Council, Ruth Wright (Clerk), 3 members of the public.

103. APOLOGIES

Apologies were received from Cllrs. Lark Ash-Matthews, Christine Malseed.

104. DECLARATIONS OF INTEREST

There were no declarations of interest.

105. CONFIRMATION OF THE MINUTES

- a) The Minutes of the Regular Monthly Meeting held on Monday 11th December 2023 were confirmed and signed as a true record, with one amendment relating to the Clerk's backdated pay: min 101a [The flat rate, backdated, lump sum of £364.00 as advocated by SLCC and NALC was proposed and agreed.] **Error! Bookmark not defined.**

106. MATTERS ARISING

a) **Bellacouch Carpark tree maintenance.** A decision is required on the removal of one tree (Leylandii) on land adjacent to the carpark. (min 93c). The Council are aware that this has created a lot of interest, with divided views. Many considerations were discussed, including the size of the tree, the views of the residents, the shrubs growing behind the tree in question. After much debate it was concluded the tree should be removed, with the following actions taken.

Resolved: Chagford Parish Council to communicate with residents by letter explaining the decision. Cllr. Jill Millar to contact landowner for a contribution to the work of the tree maintenance. The Clerk to contact the tree surgeon regarding adequate insurance and the clearing up after completion.

Seven members of the Council were in favour of this. There were three abstentions (Cllrs. Neil Smilie, Mrs Gay Hill and Mrs Gill Printy) There were no votes against the removal of the tree.

b) Bellacouch Car Park update. (min 69c, 81c, 93b).

Plans have been finalised for the erection of a notice board. This will include a map drawn by a local artist, noting footpaths and routes into Chagford. The developers CG Fry will pay for this. The highways signage, from the street to the carpark is in progress. One wooden sign has been erected outside the school, opposite Turnlake Road. This really needs to be a blue parking sign. A second sign from Turnlake Road to Ellis Drive is also required.

Resolved: Chagford Parish Council will pay for one blue sign. Proposed, seconded, and carried.

Other aspects of work requiring completion before the car park can be opened are in the hands of West Devon Borough Council.

Resolved: The Clerk to email WDBC for an update on progress.

c) Skills outline – Cllrs. Rachel Short and Andrew Parrott

Rachel's career has been in law. She is good at understanding complex details and disseminating information. She is able to make decisions involving complex issues in an efficient and timely manner. She is good at managing people and teams.

Andrew has worked as an IT consultant for 25 years, his skill is in taking a project from the beginning, understanding the requirements, and thinking outside the box to find a solution. He has good attention to detail He has been resident in the parish since 1996 and has been part of the Chagford Business Association for 20 years. He has chaired the Chagford Design group and helped create the master plan for Chagford.

The next skills outline will be carried out by Cllrs. Mrs Gill Printy and Belinda Hayter-Hames.

d) Handyman/odd job person. There is a need to secure a handyman/odd job person for various jobs around the parish. (min. Part 2 (b) November and December 2023). Since the tender expired two people have expressed an interest. **Resolved:** The Clerk will ask both for a tender response and circulate in the hope an early decision can be made.

e) The paediatric defib pads expire in February 2024.

Resolved: to purchase a new set of pads. A member of the parish enquired if there could be an emergency name and number next to the defibrillator in case of the defib alarm sounding.

Resolved: Cllr. Neil Smilie agreed to be the contact. He will consider the best method of posting his name and number and will bring this to the next meeting.

f) Newsletter has been written and posted. This has been well received. Noted.

g) Kate Royston from Tamar Energy Community will be present at the coffee morning at Endecott House on 3rd Feb for members of the parish to discuss energy savings in the home. Noted

107. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR'S DISCRETION

a) Bird Box Building Day on 14th February. This is being hosted by Proper Job, to coincide with Nest Box Week. The aim is to build as many bird boxes around Chagford as possible; it is hoped that families will join in, as it is half term week. Proper Job have asked Chagford Parish Council to contribute to materials.

Resolved: To support Proper Job with a contribution of £50. This was proposed, seconded, and carried.

b) Mobile Home Boost scheme. David Boocock from Dartmoor National Park Authority has emailed with news of a scheme to supply vouchers for equipment and installation costs to fit a booster to amplify 4G signal (if a weak signal is available). **Resolved:** if you are interested go to [Mobile Boost Voucher Scheme - a guide - Connecting Devon and Somerset](#)

c) Ref. 23/0081: Work to trees – Gandys House, 4 Orchard Terrace, Chagford. The National Park has received notification to carry out works to trees(s): T430 Douglas Fir – reduce upper crown by 3m of defective limb which has decay at 8m.

108. PLANNING REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation

a) Ref. 0540/23: The Boot Room, 1a The Square, Chagford.

Proposed: Change of use from holiday let to full residential use and holiday let use.

Resolved: Chagford Parish Council does not have any major objections but are concerned about the small size of the property.

Grant of Conditional Planning Permission

b) Ref. 0491/23: 26 Ellis Drive, Chagford

Installation of air source heat pump. **Noted.**

109. CLERK'S/CHAIR'S REPORT

a) The Chair would like a working party to organise the Parish Council involvement of the Lighting of the Beacon on June 6th, 2024. **Resolved:** Cllrs. Stuart Wright, Christine Malseed, Mrs Gay Hill and Mrs Gill Printy to set up a working group.

b) The Clerk would like a working party to organise an update of the policies required by law and also policies to help achieve competent council status. **Resolved:** The Clerk, Cllrs. Mrs Gay Hill, Rachel Short and Jill Millar to set up a working group.

110. FINANCE REPORT

a) To set the precept for the year commencing 1st April 2024.

The Council had considered the up-to-date accounts, the projected budget for this year and an estimated budget for 2024/25. Chagford Parish now has 816.40 Band D equivalent properties. This is an increase of 17.91. Following debate with regard to the impact on a Band D equivalent household if the precept was increased it was:

Resolved: that the precept for the year 2024/25 should be set at £70,000.00 which means that for a Band D equivalent property it will cost £85.74 per year; an increase of £10.60. This was proposed by Cllr. Stuart Wright, seconded by Cllr. Mrs Gay Hill and carried unanimously.

b) Developments in the opening of a Shawbrook bank account: Shawbrook Bank has now said they no longer support investment from parish councils. Therefore, Cllr. Stuart Wright has investigated other sources of saving accounts: Unity Trust Bank offer the highest interest accounts. This amounts to 2.75% for instant access or a fixed 5% if savings are invested for 12 months. The savings can still be accessed during this period, but the interest would be lost. **Resolved:** Proposed by Cllr. Rachel Short to undertake due diligence regarding Unity Trust Bank and report back at the next meeting.

c) Scribe Update: Chagford Parish Council are well underway in transferring all payments and receipts for this financial year to an electronic accounting system, at the same time

as maintaining a paper-based system for this financial year. It is believed that from next financial year this will result in a more efficient method of accounting and reporting upon accounts. **Noted.**

- d) **Increase in the fees for DALC membership:** Subscription fees to Devon Association of Local Councils will increase from £359 to £487 (subject to change) for the year 2024/25. **Resolved:** To accept this increase.
- e) **Quote from West Devon Borough Council** for the cleaning of the Market House toilets for 2024/25 is £3901.17. **Resolved:** to accept this quote.
- f) **Approval to renew British Gas Lite electricity supply to Ellis Drive toilets.** **Resolved:** to stay with BGL for this year but consider changing for next year. Also, to consider approaching Chagford Community Trust next year to consider sharing the electricity standing charge if practical.

111. ENVIRONMENT REPORT

- a) Jubilee Field Inspection Report – **Cllr. Rachel Short.** The mending of the fence on the South side of the skatepark is in hand and will begin shortly. A large volume of standing water around the playground equipment was noted.
- b) Public Convenience Inspection Report – **Cllr. Rachel Short.** In the ladies toilet the lock on the disabled toilet needs attention. **Resolved:** to add to handyman list.

112. ANY OTHER REPORTS

- a) Report from West Devon Borough Council representative – Jane Elliott. Consultation on WDBC strategy and vision will end on 15th January. All parishioners are encouraged to complete the online consultation. Jane attends the oversight committee meetings at WDBC, they will shortly be entertaining South West Water and the Environmental Agency to question them on recent actions.

113. CORRESPONDENCE AND EMAILS

- a) Email from a member of the parish regarding the need for parking permits in the Bellacouch Carpark. **Resolved:** It was agreed some time ago by Chagford Parish Council not to issue permits in this carpark. At this time there is no change to this agreement.
- b) Email from Southwest Water: Notification of Road Closure – Work Ref: LM213MB10208188 on Lower Street, Chagford, from outside number 2 to outside number 34. These works, subject to approval from Devon Highways, will take place between 10/03/2024 and 14/03/2024- Document circulated prior to the meeting. For information. **Noted.**

114. FINANCIAL MATTERS

- a) Approval to pay John Shears for lengthsman work. **Approved.**
- b) Approval to pay Source for Business for services to Market House. **Approved.**
- c) Approval to pay British Gas Lite for electricity to Ellis Drive toilets. **Approved.**
- d) Approval to pay West Devon Borough Council for cleaning and wallgate services to The Market House toilets. **Approved.**
- e) Approval to pay the Clerk backdated pay increase advocated by NALC. **Approved.**
- f) Approval to pay Clerk's attendance at CiLCA course (approximately £750 + VAT). This is not due to start until March 2024. **Approved.**

115. ACCOUNTS FOR PAYMENT

£

a)	John Shears for lengthsman work	425.00
b)	Source for Business for services to Market House	163.72
c)	British Gas for electricity to Market House Office	15.51
d)	British Gas Lite for electricity to Ellis Drive toilets	16.01
e)	West Devon Borough Council for cleaning and wallgate services to The Market House toilets	4354.80
f)	Clerks salary and backdated pay	1323.98
g)	HM Revenue and Customs – PAYE REF 120/LA58250	81.00
h)	Clerk's expenses	20.00

The meeting closed at 21.21

DRAFT