

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

Present: Cllr: Lark Ash- Matthews, Cllr: Francis Everson, Cllr: Belinda Hayter-Hames, Cllr: Mrs Gay Hill, Cllr. Christine Malseed, Cllr: Jill Millar (chair), Cllr: Dhevdhas Nair, Cllr: Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Neil Smillie, Cllr: Stuart Wright

In attendance: The Clerk, Ruth Wright. One member of the public.

142. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Rachel Short.

143. DECLARATIONS OF INTEREST

There were no declarations of Interest.

144. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 11th March 2024 were amended, confirmed, and signed as a true record.

145. MATTERS ARISING

a) Verbal report from Libby Tucker on the situation regarding the Chagford Business Association. Libby was unable to attend the meeting due to unforeseen circumstances. **Resolved:** Libby will be invited to the May meeting.

b) Skills update from Cllrs. Christine Malseed and Frances Everson. Cllr. Christine Malseed began work at Frenchbeer Farm in 1986 as a tenant farmer and freeholder owner. She worked with Natural England and other Government agencies. She now works with rural businesses in the Southwest to build up resilience using facilitation and mediation. She has a very good knowledge of Dartmoor land and people. She is actively involved with Chagford Swimming Pool as well as acting as councillor for Farming Community Network. Her skills include integrity, authenticity, perspective with humour and compassion, conflict resolution, critical analysis, and a willingness to learn.

Cllr. Frances Everson originally lived in Yorkshire. She has worked in the National Health Service for 20 years, giving her an appreciation of the value of public bodies and an appreciation for endeavour; for people who go the extra mile, for teamwork, and the need to build relationships. She experiences all this as her current work involves tragedy and trauma. She has lived in Chagford for four years. She is heavily involved in the Chagford Film Festival, including a lot of the written aspects of the festival organisation. Her skills lie in being clear, coherent, and making a good case when applying for grants or monies.

c) Update from Cross Tree working party (min 132a) No updates as yet.

Noted.

d) Update regarding Bellacouch Carpark (min. 69c, 81c, 93b, 106b, 119c, 132b).

The car park has opened and is now owned by Chagford Parish Council. The Chair has met with members of the Devon Highways Team who are happy for footpath signs to be erected at CG Fry's expense. Such signs will direct people into town through Orchard Meadow and alongside the church.

Resolved: Contractors will be sought to erect suitable signs.

The Pay and Display machine is ready to be installed. West Devon Borough Council (WDBC) currently don't have the manpower to install. **Resolved:** The Clerk will check if a different contractor can be found. National Grid will then connect the machine to the national grid, currently there is a three-month waiting time. **Noted.**

The legal fees to transfer the strip of land between the carpark and Bretteville Close has proved too costly. **Resolved:** This will not be pursued unless there are any change in circumstance with the current landowners.

EV chargers –If the Council wait for two years there is a possibility of getting the chargers installed for free using the National Government LEVI Grant. We have expressed an interest; the tender should be made public during this summer. However, these chargers won't be the fast variety. They will be more for the use of the local community for overnight charging. **Resolved:** The Council will consider installing a fast charger at our own cost, and a slower charger through the LEVI system in the future. The Council will also consider other places in Chagford where trickle chargers could be located.

Signage:

- 'Have you paid and displayed?' signs can now be ordered at a considerable cost. **Resolved:** once the contractors for the footpath signs are in place we will ask if they can also erect the 'pay and display' signs at a more reasonable cost.
- The sign pointing out the direction of parking for disabled users will be erected on the telegraph pole outside the school. **Noted.**
- The local information board is almost ready and will be erected very soon. **Noted.**

e) Update on handyman/odd job person for various jobs around the parish. (min. Part 2 (b) November and December 2023, min.106d, 119d, 132d). To date the new parish notice board has been placed outside The Birdcage and the baby changing unit is due to be installed this week. There are many other jobs requiring attention. **Resolved:** The Clerk will feed these back to the handyman. It was also noted that in the Market House the Perspex has blown down. This will also be added to the list.

f) Update on the Annual Chagford Parish Assembly on Thursday 18th April at 7.30pm in Endecott House (min. 122b, 132e). Each presenter has been asked to confirm their attendance and prepare a five-minute presentation followed by a Question and Answer panel. The Chagford Parish Council accounts will also be presented. The evening will conclude with wine and cheese. **Noted.**

g) Update on Coach Park facilities as a result of Bellacouch Meadow estate (min. 133c). Devon Highways has no objection to a designated coach park outside the school, but there would need to be a public consultation to check parishioners are happy. **Resolved:** a public consultation will be arranged for later this year.

Yellow lines in Chagford. This is on the Devon Highways schedule but no date as yet. **Noted.**

h) Update on the use of initial allocation of S106 monies relating to the development by Blue Cedar Homes (min. 137b). **Resolved:** There is a Teams meeting arranged with Kevin Bishop (Dartmoor National Park) on 18th April at 1.30pm. The Chair will ask Mark Renders (WDBC lead on housing) to join.

i) Update on recycled picnic table for the Jubilee Field (min. 126b). It has transpired the Council would need to find half of the funding for this. As a result, it was felt there is no need for a further picnic bench, but the Swimming Pool committee are about to purchase a picnic bench. **Resolved:** The Chair will ask if the pot of money could be transferred to purchase a picnic table at the swimming pool. This was proposed, seconded, and carried.

j) Update on the competition for CPC logo award. The winner will be announced shortly. **Noted.**

k) Update from website working party. The working party have begun to attend to the website and some changes have been made, other changes are in the pipeline. **Noted.**

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

There was no urgent business.

147. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

Grant of Conditional Planning Permission:

a) Ref 0045-24 Erection of carport, greenhouse and garden office/gym, 6 Turnlake Road, Chagford. **Noted.**

Refusal of Planning Permission:

b) Ref 0032-24 Two storey side extension with balcony and carport, Little Laskey's Chagford. **Noted.**

148. FINANCE REPORT

a) To approve accounts for the year 1st April 2023 – 31st March 2024.

Chagford Parish Council, acknowledge responsibility for ensuring that there is a reliable system of internal control, including the preparation of the Accounting Statement. **Resolved:** The Annual Governance Statement 2023/24 is approved and will now be presented to the internal auditor.

The VAT claim for March 23 to Sept 23 contained a discrepancy of £19.04.

Resolved: Chagford Parish Council agreed to write this sum off. This was proposed, seconded, and carried.

b) The Unity Bank Account is now open. **Noted.**

c) Nat West Bank update. **Resolved:** The Nat West accounts will, over time, be closed and the daily banking activities will be transferred to the Lloyds account.

d) A new signatory required for Lloyds. **Resolved:** Cllr. Andrew Parrott is already a signatory; this is a sufficient number of signatories.

149. ENVIRONMENT REPORT

- a) Jubilee Field Inspection Report – **Cllr. Frances Everson**
There are some small issues with play area. **Resolved:** These will be passed to the handyman. The information notice about the field needs updating **Resolved:** the notice will be updated and repositioned within the field.
- b) Public Convenience Inspection Report – **Cllr. Frances Everson.**
The right-hand toilet within the men's toilet is locked. **Resolved:** This will be passed to the handyman

150. CLERKS/CHAIRMANS REPORT

- a) A full Council review of Standing Orders is required. **Resolved:** to fully review this policy at the May meeting.
- b) Full Council Review of Financial Regulations. **Resolved:** The Financial Regulations were agreed by Chagford Parish Council. They will next be reviewed in April 2025.
- c) Full Council Review of Publication Scheme. **Resolved:** The Publication Scheme Policy was agreed by Chagford Parish Council. It will next be reviewed in May 2025.
- d) Sale of Open Field. There is one open field for sale by auction. **Resolved:** to ensure the new occupant receives the standard CPC letter regarding the opening and closing dates for the field.

151. REPORT FROM WDBC REPRESENTATIVE

- a) Cllr. Jane Elliott was unable to attend the meeting but submitted a report. **Resolved:** The report will be displayed on the Market House noticeboard.

152. CORRESPONDENCE AND EMAILS

- a) Phone call from All Seasons Gardening Services to alert CPC to the fact there is a large number of mole hills in The Jubilee Field, requiring the earth to be moved before mowing can take place. This is at a cost for removal. **Resolved:** The Clerk will ask All Seasons to find the most natural way to deal with them.
- b) Email from Chagford Bulletin regarding a surplus of money remaining (£235.44). **Resolved:** The Council would like to donate this sum to the swimming pool to help fund the picnic table. This was proposed, seconded, and carried.
- c) Email from DALC regarding renewal of their service. **Resolved:** To renew this service.
- d) Email from Devon County Council regarding a Temporary Prohibition of Through Traffic on Wednesday 29th May between 8am and 5pm for a maximum of 5 days. Road affected: Mill Street, Chagford. **Noted.**
- e) Email from Chagford Allotment Holders Association, applying for grant funding from the Parish Council towards the building of compost bays. **Resolved:** The Clerk will check permission has been sought from the Church Commission and explain a decision will be deferred until the May meeting.

153. FINANCIAL MATTERS

- a) Approval to pay British Gas – electricity to Market House Toilets. **Approved.**
- b) Approval to pay British Gas – electricity to Market House Office. **Approved.**
- c) Approval to pay British Gas – electricity to Ellis Drive Toilets. **Approved.**
- d) Approval to pay DALC for the Clerk’s CiLCA training. **Approved.**
- e) Approval to pay Graham Pidgeon for handyman work carried out. **Approved.**
- f) Approval to pay John Shears for Lengthsman duties. **Approved.**
- g) Approval to pay Source for Business – services to Market House. **Approved.**
- h) Approval to pay DALC and NALC for the renewal of their service. **Approved.**
- i) Approval to pay South Hams District Council for Payroll Services-Clerk. **Approved.**
- j) Approval to pay All Seasons for works to Jubilee Field and Cross Tree. **Approved.**
- k) Approval to pay Round Ash Associates for website hosting. **Approved.**
- l) Approval to pay WDBC for emptying of litter bins. **Approved.**

154. ACCOUNTS FOR PAYMENT

£

a)	DD British Gas - electricity to Market House Toilets March 24	48.82
b)	DD British Gas - electricity to Market House Office March 24	19.29
c)	DD British Gas Lite - electricity to Ellis Drive Toilets March 24	12.85
d)	DALC - for the Clerk’s CiLCA training	360.00
e)	Graham Pidgeon for handyman work carried out.	173.00
f)	John Shears for Lengthsman duties	400.00
g)	Source for Business – services to Market House	297.01
h)	Ruth Wright – Clerk’s salary	1077.29
i)	Ruth Wright – Clerk’s expenses	20.00
j)	EE Ltd – CPC mobile phone – March 24	21.60
k)	South Hames District Council – Payroll Services Clerk	120.00
l)	All Seasons – work to Jubilee Field and Cross Tree	607.20
m)	RoundAsh Associates - website hosting	144.00
n)	DALC and NALC affiliation	559.97
o)	WDBC – emptying of litter and dog bins	1336.61
p)	Refund from Royal British Legion	50.00
q)	CG Fry s106 monies credited to CPC	5 000.00

The meeting closed at 9.28pm.

Date Signed

DRAFT