

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

Present: Cllr: Francis Everson, Cllr: Belinda Hayter- Hames, Cllr: Mrs Gay Hill, Cllr: Jill Millar (chair), Cllr: Andrew Parrott, Cllr. Rachel Short, Cllr: Neil Smillie. Cllr: Stuart Wright.

In attendance: The Clerk, Ruth Wright. Jane Elliott, West Devon Ward Member. One member of the public.

32. APOLOGIES FOR ABSENCE

a) Apologies were received from Cllr: Lark Ash- Matthews Cllr. Christine Malseed Cllr: Dhevdas Nair, Cllr Mrs Gill Printy,

33. DECLARATIONS OF INTEREST

a) Cllr. Rachel Short and Cllr. Neil Smillie declared an interest in agenda item 11b (min. 43b). Cllr. Andrew Parrott declared an interest in agenda item 6c (min 37c)

34. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Meeting held on Monday 10th June 2024 were confirmed and signed as a true record.

35. MATTERS ARISING

a) **Chagford Business Association** – the impact of the Business Association ceasing to exist was discussed. Among issues to consider were the Christmas trees (including the maintenance of the brackets), late night shopping and the Business Association website. **Resolved:** Chagford Parish Council will put the Christmas trees up around the Market House. Cllrs. Neil Smillie, Jill Millar and Belinda Hayter-Hames will organise a meeting in September to see if anyone from the business community would be prepared to co-ordinate the businesses around the rest of the square.

b) **Update from the Cross Tree working party.** A meeting has been planned for Tuesday 16th July. This will be revisited next month.

c) **Update on EV chargers for Bellacouch carpark.** In order to make an informed decision, the following factors have been fully considered:

- Source two more quotes from EV providers to meet standing order regulations. *This is being carried out presently.*
- Monitor both Moretonhampstead and Chagford top carpark to understand current usage and profit margin. *Usage in the top car park has increased dramatically. Councillors were sent an online calculator to ascertain profits from potential usage in the new carpark. No figures were available from Moretonhampstead.*
- Consider continuing to look for a provider who will install EV chargers for small towns at no cost, thereby keeping any profit. *This has proved difficult due to the small scale of our proposed EV charging. There is one potential lease company being followed up by Cllr. Neil Smillie.*

- Consider the merits of waiting until Devon County Council (DCC) has funds to install trickle chargers (for inhabitants of Chagford rather than tourists). *Waiting for DCC trickle chargers is a long way down the line.*
- Ensure the Chagford top carpark has been added to existing smart phone Apps, promoting venues where tourists can charge their cars. *Chagford car park is now on the Zapmap App.*
- Enquire via DALC what other small towns/villages are doing. *The Clerk spoke to another small council who had EV chargers and they were very happy with their set up. Their profit came mainly from tourism as they are close to the coast and also have a housing stock that can use private charging facilities.*
- Other factors as a result of the above investigations. If each EV charger was used for 1 hour a day, it would take five years to recoup capital outlay. If used for 2 hours a day, then it would take 2.5 years to recoup costs, and so on.
The suggested charge for electricity is 65p per kw (which is what is charged by WDBC. It is cheaper than some chargers in other places). This is more expensive than charging at home so would be aimed at households with no private access and holiday makers. Until the Parish Council have gained General Power of Competence (GPC, expected by June 2025) they are unable to trade and therefore would need to lease the chargers. Solutions are being explored.
Resolved: *To pursue the installation of EV chargers was proposed, seconded and carried unanimously.*
To explore the possibility of liaising with CCT regarding the leasing of the EV chargers until GPC has been gained was proposed, seconded and carried.

d) Update on street lighting in Chagford. Work is in progress and will be revisited next month. **Noted**

e) Pedestrianisation of the lower section of Chagford Square (the section between the Market House and Sally's Newsagents) Cllr. Stuart Wright has consulted with Highways to see if there is any legal obstacle to this investigation at the very early stages. Highways have no objection and suggest a new public consultation.

Resolved: A working party will be formed to investigate at a preliminary level and will report findings at subsequent meetings.

f) Clerk's annual appraisal. A date has been arranged for the 22nd July. **Noted.**

g) RoSPA report on the play park and the skateboard park. There are aspects needing fixing but nothing urgent. **Resolved:** Council inspection will take place at 9am on 17th July, meeting at the entrance to playpark (Cllrs. Belinda Hayter-Hames, Mrs Gay Hill, Neil Smillie, Jill Millar)

h) Grant giving policy and application form. Resolved: The Grant giving policy and application form have been adapted for use and approved by the council. Proposed, seconded and carried.

i) Maintenance of green spaces on Bellacouch. The green spaces owned by the Parish Council need regular maintenance during the summer months. A decision is needed about whether to ask the current contractor to pick up this extra work or to go to a new tender. **Resolved:** ask the current contractor to undertake this in July and September, and to then put out to tender for next year with the other green spaces owned by the council.

Additionally, the leat is choked up with invasive weeds and silt. There is a risk of blocking and then flooding. Access is difficult. **Resolved** – ask at least three professional contractors to submit a management plan and a quote.

There is some uncertainty about who owns certain parts of the green space **Resolved:** The Clerk to ask the contractors for a map of areas of responsibility.

1 member of the public left.

j) CPC logo. Approval sought on the design. **Resolved:** The logo was approved subject to a confirmation from the artist of the copyright of the three hares. The Councillors thanked both Steve Dooley and Cornelia Holyoak for all their work on this excellent project.

k) Footpath sign from Factory Bridge towards Chagford. Pete Rich (DNPA Ranger) has confirmed the signposts are for public footpaths only. A signpost could be placed on the gate with the landowner's permission and at a cost to the council. **Resolved:** The Council have a potential plan for this work.

Cllr. Frances Everson left the meeting

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

a) Angie Emberson is retiring from flower design and maintenance in the square from September. Although not officially the responsibility of Chagford Parish Council, the Council expressed gratitude and thanks for all the work, Angie has carried out over the last eight years. **Noted.**

b) There has been some concern that the new pole situated outside Heylands is for 5G capability. As far as CPC are aware, the pole is simply in preparation for a replacement telegraph pole. **Noted.**

c) The Open Fields season is due to open up on Tuesday 6th August. Councillors propose to walk around the fields on 4th August at 10am, meeting in the square.

37. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

Full Planning Applications:

a) Ref: 0261/24: 14 Hames Way

Proposed: Erection of glass veranda to the rear of the property.

Resolved: Chagford Parish Council support this application.

- b) **Ref: 0269/24 56 The Square, Chagford**
Proposed: Replacement of two windows to ground floor east elevation.
Resolved: Chagford Parish Council support this application.
- c) **Ref:0278/24 Meadow Cottage, Chagford. AP left the table**
Proposed: Demolish existing conservatory and replace with timber framed extension. Cllr. Andrew Parrott left the room.
Resolved: Chagford Parish Council support this application.

Grant of Conditional Planning Permission

- d) **Ref: 0185/24: Crossways, Chagford.**
Proposed: Erection of timber store shed. **Noted**
- e) **Ref: 0189/24 The Flat, Bedford House, 2 The Square, Chagford,**
Proposed: Replacement of external ATM. **Noted**
- f) **Ref: 0181/24 11 Lamb Park**
Proposed: Replacement windows and doors, additional window, new flue pipe and roof mounted solar panels. **Noted**
- g) **Ref: 0044/24 West Corndon, Chagford**
Proposed: extension to dwelling. **Noted**
- h) **Ref: 0008/24 Furzebeam, Broomhill, Chagford**
Proposed: Two single storey rear extensions with pitched roofs, two hip to gable roof extensions, one new gable, a new dormer and a new attached garage. **Noted**
- i) **Ref: 0198/24 27 Ellis Drive, Chagford**
Proposed: Retrospective application for the erection of a garden studio and pergola and landscaping works. **Noted**

38. CLERKS/CHAIRMANS REPORT

a) Policy Update: Approved by full council to date:

- Financial Regulations
- Standing Orders
- Publication Scheme
- Fixed Assets Policy
- Biodiversity Policy

To be approved by full council:

- Data Protection Policy. **Resolved:** This requires further attention and will be presented for approval at the next meeting.
- Privacy notice. **Resolved:** This requires further attention and will be presented for approval at the next meeting.
- Grant Giving policy and application form. Changes to be made and will come back to the table next month. **Approved** (see min. 35h)

b) The date for the 2024 DALC conference is 2nd October (venue). We have two attendee places. If you would like to attend please contact the Clerk.

39. FINANCE REPORT

a) Finance Committee Meeting update:

The minutes of the meeting have been circulated.

The terms of reference for the finance committee require approval from full council. **Resolved:** Approval of the terms of reference were proposed, seconded and carried.

All bank accounts have been reconciled for April and May 2024. **Noted.**

The Clerk's hours were discussed, and it was agreed they would remain the same until the completion of the CiLCA qualification. **Noted.**

The committee approved the payment to All Season for the maintenance of the Green Space at Bellacouch. **Noted.**

The next meeting of the Finance Committee will be on Monday 23rd September. Thereafter finance committee meetings will take place on the first Monday of each month following the end of the preceding financial quarter. (6th of January 2025, 7th April 2025). **Noted.**

Discussion over VAT registration. With the acquisition of the carpark Chagford Parish Council will need to consider becoming VAT registered. This is a complex issue and may require legal expertise. **Noted.**

b) A copy of banking activity in June is available on the notice board and website. **Noted**

40. ENVIRONMENT REPORT

a) Jubilee Field Inspection Report – **Cllr: Mrs Gill Printy**

b) Public Convenience Inspection Report – **Cllr: Mrs Gill Printy**

Cllr. Mrs Gill Printy was unable to attend the meeting but sent an electronic report. **Resolved:** The playpark and skateboard park issues will be investigated when Councillors undertake the RoSPA safety inspection (min 35g).

Resolved: The issues with the urinals in the gent's toilets will hopefully be rectified on 09/07/24.

41. REPORT FROM WDBC REPRESENTATIVE

a) Report from WDBC representative – Jane Elliott. Last year WDBC had a presence at the Chagford Show. Jane asked if CPC want to share their stall. **Resolved:** The Clerk to send a message round to see who could attend.

Jane also suggested CPC could benefit from a peer review, with the Chair and Vice Chair taking responsibility for individual chats with councillors in a reflective and supportive manner. **Resolved:** The Chair and Vice Chair will organise individual meetings over the summer.

42. ANY OTHER REPORTS

- a) Report from CPC Environment Group. Cllr. Frances Everson – The Environment Group met with a church group to talk about management plans for the churchyard agreed in 2019. If grass is cut in sections, there is a habitat for birds and insects all year round. A proposal will be drafted. **Noted.**
- Padley Common –The environment group has met with Natural England, Chagford Commoners, the RSPB, Devon Wildlife Trust, and Butterfly Conservation with the aim of better maintaining biodiversity. Proposals

include erecting a boardwalk over the marshy areas, cutting down some of the birch saplings and also the gorse on a rotational basis. Also adding a notice board to explain what is happening and why. Cllr. Frances Everson has submitted a preliminary enquiry to Farming in Protected Landscapes (FIPL) about potential funding.

Resolved: Approval to apply for further funding was proposed, seconded and carried.

43. CORRESPONDENCE AND EMAILS

a) Email from Okehampton District Community Transport Group requesting a grant. **Resolved:** The Clerk will send the grant giving policy and request that the grant giving form be completed. This will be taken into consideration in the August meeting.

b) Letter from The Firefighters Charity asking for support for their Chagford to Benidorm cycling fundraiser. Cllrs. Rachel Short and Neil Smillie left the room. **Resolved:** The Clerk will send the grant giving policy and request that the grant giving form be completed. This will be taken into consideration in the August meeting.

c) Email from CRUK, seeking permission to hang their banner from the Market House to advertise the street market, 3rd August. **Resolved:** To approve the request.

44. FINANCIAL MATTERS

a) Approval to pay RoSPA – annual inspection and checklists for weekly checks. **Approved.**

b) Approval to pay HMRC – PAYE tax for the first quarter of the year 2024/5. **Approved.**

c) Approval to pay Source for Business – services to the Market House. **Approved.**

d) Approval to pay British Gas Lite – electricity to Ellis Drive Toilets. **Approved.**

e) Approval to pay British Gas – electricity to Market House Toilets. **Approved.**

f) Approval to pay British Gas – electricity to Market House Office. **Approved.**

g) Approval to pay All Seasons – works to Jubilee Field and Cross Tree. **Approved.**

h) Approval to pay All Seasons – works to Bellacouch Green Spaces. **Approved.**

i) Approval to pay Gallaghers- insurance premium for inclusion of carpark and open spaces. **Approved.**

Receipts:

j) WDBC refund of £10 regarding a test payment made from Chagford Parish Council back in 2019. **Noted**

Transfer in and out:

k) Payment of £1000.00 made in error (12/06/24 Lloyds) by SG Hill, repaid on 25/06/24 **Noted**

45. ACCOUNTS FOR PAYMENT

£

a)	RoSPA – annual inspection and checklists for weekly checks.	546.00
b)	HMRC – PAYE tax for the first quarter of the year 2024/5	194.61
c)	Source for Business – services to the Market House	310.00
d)	British Gas Lite – electricity to Ellis Drive Toilets	16.76
e)	British Gas – electricity to Market House Toilets	58.49
f)	British Gas – electricity to Market House Office	20.11
g)	Gallaghers- insurance premium for inclusion of carpark and open spaces	237.16
h)	EE LTD – Parish Council mobile phone	23.30
i)	All Seasons – works to Bellacouch Green Spaces	628.80
j)	All Seasons – works to Jubilee Field and Cross Tree	1428.00
k)	Ruth Wright – Clerk’s Salary	1091.55
l)	Ruth Wright – Clerk’s expenses	20.00

The meeting closed at 9.38 pm.

Date **Signed**