

**Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 9<sup>th</sup> May 2016.**

**Present:** Cllrs: Coombe, Mrs. Haxton, Mrs. Hill (Chairman), Lloyd Hill, Parrott, Sampson, Mrs. Stanbury, Miss Stead and Williams.

**Apologies:** Cllrs: d'Arch Smith, Hamer and Ms Thorn.

**In attendance** the Clerk, Mrs. S. Curtis.

**1. ELECTION OF CHAIRMAN FOR THE ENDUING YEAR**

The Vice-Chairman asked for nominations for the position of Chairman. Cllr: Mrs. Haxton proposed and Cllr: Sampson seconded the nomination of Cllr: Mrs. Hill. There being no other nominations it was **agreed** unanimously that Cllr: Mrs. Gay Hill should be elected Chairman for the ensuing year.

**2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR**

Cllr: Mrs. Hill took the Chair and asked for nominations for Vice-Chairman. Cllr: Sampson proposed and Cllr: Williams seconded the nomination of Cllr: Mrs. Haxton. There being no other nominations it was unanimously **agreed** that Cllr: Mrs. Margaret Haxton be Vice-Chairman for the ensuing year.

**3. DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office were signed by Cllrs: Mrs. Hill (Chairman) and Mrs. Haxton (Vice-Chairman).

**4. DECLARATIONS OF INTEREST**

Cllr: Williams declared an interest in Minute 30.

**5. CONFIRMATION OF THE MINUTES**

- a) The Minutes of the Regular Meeting held on Monday 11<sup>th</sup> April 2016 were confirmed and signed as a true record.
- b) The Minutes of the Extraordinary Meeting held on Monday 25<sup>th</sup> April 2016 were confirmed and signed as a true record.

**6. APPOINTMENT OF SUB GROUPS**

**Resolved** that the Membership of the 2016/17 groups should be as follows:-

**Finance** – Cllrs: d'Arch Smith, Lloyd Hill, Parrott, Miss Stead, and Ms Thorn.

**Planning** – Cllrs: d'Arch Smith, Hamer, Parrott, Mrs. Stanbury and Williams.

**Environment** – Cllrs: Coombe, Hamer, Sampson, Mrs. Stanbury and Ms Thorn.

**General Purposes** – Cllrs: Coombe, Lloyd Hill, Sampson, Miss Stead and Williams.

The Chairman and Vice-Chairman to serve as ex Officio on the above groups. Groups are advised to meet every three months or more often as necessary, each group should nominate the Chairperson.

7. **APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES**  
**Resolved** that the Council be represented on outside bodies for the ensuing year by the following persons:-  
**West Devon Eastern Links Committee** – Cllrs: Mrs. Hill (Chairman) and Cllr: Ms. Thorn  
**Dartmoor National Park Communities Forum** – Cllrs: Hamer and Parrott  
**Jubilee Hall Trustee** – Cllr: Lloyd Hill  
**Chagford Recreational Trust** – Cllr: Mrs. Hill (Chairman)  
**CELT (Chagford Education and Leisure Trust)** – there is not a need for Council representation at this time.  
**Chagford Youth Group Liaison Group** – there has not been any meetings therefore representation is not needed at this time.  
**Turn Lake Leat** – Cllrs: Miss Stead, Ms Thorn and Williams
8. **APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES**  
a) **Chagford Combined Charity** – Mrs. Margaret Jeffreys, Cllr: Sampson and Mr. Rod Webber  
b) **Friends of St. Michael's** - Mr. Barnaby Dickens, Ms Belinda Hayter-Hames and Mr. David Jamieson  
c) **Providence School Charity** – Cllr: Mrs. Gay Hill (Clerk), Cllr: Robert Sampson (Chairman)
9. **VENUE AND SCHEDULE OF MEETINGS**  
i. The proposed dates for the Regular Parish Council Meeting be held in Endecott House at 7.30 p.m. are as follows:- 13<sup>th</sup> June, 11<sup>th</sup> July, 8<sup>th</sup> August, 12<sup>th</sup> September, 10<sup>th</sup> October, 14<sup>th</sup> November, 12<sup>th</sup> December 2016. 9<sup>th</sup> January, 13<sup>th</sup> February, 13<sup>th</sup> March, 10<sup>th</sup> April, 8<sup>th</sup> May 2017.  
ii. The following dates to be reserved for Extraordinary Meetings when necessary:- 27<sup>th</sup> June, 25<sup>th</sup> July, 22<sup>nd</sup> August, 26<sup>th</sup> September, 24<sup>th</sup> October, 28<sup>th</sup> November 2016. 23<sup>rd</sup> January, 27<sup>th</sup> February, 27<sup>th</sup> March, 24<sup>th</sup> April 2017  
iii. **2017 Annual Parish Assembly Meeting**  
The date and venue for the Annual Parish Assembly Meeting in 2017 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 4<sup>th</sup> May 2017.
10. **COUNCILLOR TRAINING**  
The Chairman drew attention to the DALC Training Courses for New and Existing Councillors and stressed the importance of this programme.  
**Resolved:** Cllr: Mrs. Stanbury will let the Clerk know the date she is available to be booked on the New Councillors Course.
- MATTERS ARISING**
11. **Her Majesty the Queen's 90<sup>th</sup> Birthday Celebrations (Min: 549 refers)**  
a) A Picnic in the Park will be held on Sunday 12<sup>th</sup> June 2016. The History Society will be organising a Tombola and St. Michael's Church will be invited to have a plant stall. **Resolved:** to advertise the event.

**b) North Bovey Beating the Bounds (Min: 511 refers)**

A reminder that North Bovey will be Beating the Bounds on Saturday 28<sup>th</sup> May 2016. **Resolved:** Cllrs: Coombe and Williams will attend.

**c) Diamond Jubilee Funds – Clock (Min: 436 refers)**

The Clerk met with Cumbria Clocks on 26<sup>th</sup> April 2016 at the Market House to discuss the possibility of putting a clock on the front of the Market House. **Resolved:** Cumbria Clocks will send a quote plus suggestions of different clocks. When this is received the Clerk will send the proposals on to West Devon and the Chairman and Vice-Chairman will make the decision on the type of clock required.

**URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION**

**12. Chagford Swimming Pool**

The Chairman has received a letter from Chagford Swimming Pool inviting members to the Celebration Opening Day and BBQ on 28<sup>th</sup> May 2016. A grand tour will commence at 1.30 p.m.

The Air source heat pumps have now been installed and are ready for the summer season.

Following the flooding incident in February a Sport England Flood Relief Grant has been received which has enabled the damage to be rectified including complete replacement of the tea shed fittings. A grant from the Dartmoor Community Fund has also enabled hot showers and changing room improvements.

Funding from Sport England has enabled the solar heating project to go ahead. The PV panels have been installed and air-source heat pumps are on the way. **Noted.**

**13. The Lord's Prayer**

Since 1897 prayers have been said at the start of Chagford Parish Council Regular Meetings. Much discussion was had as to whether prayers should be continued.

**Resolved:** Cllr: Sampson proposed that prayers should be suspended but reassessed at the next Annual Meeting, Seconded by Cllr: Coombe.

**14. Road Closure**

Cllr: Sampson reported that the B3212 had been closed on the 4<sup>th</sup> May 2016 from 5.00 p.m. to 7.00 p.m. with no advanced notice. Drivers had long diversions causing lateness or non-arrival at meetings/functions. It was though the road was closed due to filming, if this was the case, it is hoped that the local community would benefit from this. **Resolved:** the Clerk to write to Highways expressing the inconvenience this caused.

**GROUP/REPRESENTATIVES REPORT**

**Planning Control Matters – Cllr: Parrott**

**15. 0200/16 - Cullaton Cottage, Thorn, Chagford**

Extension and alterations to cottage, erection of implement shed, alteration to entrance (extend curtilage), installation of ground mounted pv panels and

replacement sewage treatment plant and drains. **Resolved:** to support the application.

**16. 0211/16 – Lower Drewston Barn, Moretonhampstead**

Two bedroom extension. **Resolved:** Members support this application however would like to see the extension tied to the main house as it could potentially be turned into a self-contained unit.

**17. 0221/16 – 7 Lower Street, Chagford**

Replacement of existing conservatory on rear of property. **Resolved:** no objection.

**Grant of Listed Building Consent**

**18. 0201/16 – Cullaton Cottage, Thorn, Chagford**

Extension and alterations to cottage, erection of implement shed, replacement sewage treatment plant and drains. **Resolved:** The Council supports this application however recognise that it does not have the necessary skills to comment on the specific details of a Listed Building.

**19. 0222/16 – 7 Lower Street, Chagford**

Replacement of existing conservatory on rear of property. **Resolved:** The Council supports this application however recognise that it does not have the necessary skills to comment on the specific details of a Listed Building.

**Grant of Conditional Planning Permission**

**20. 0115/16 – Longmynd, Broomhill, Chagford**

Replacement of prefabricated concrete garage with timber frame garage and car port. Subject to conditions. **Noted.**

**21. 0069/16 – Easton Cross to Forder Bridge, Chagford**

Create new entrance into field. Further to notification from DNPA granting Conditional Planning Permission the Clerk wrote to the Planning Officer asking if the Members observations were taken into account. The reply being “Essentially as the field currently has a lawful use for agricultural purposes only, it was not considered necessary to attach a condition restricting the access also”. **Noted.**

**Withdrawal of Certificate of Lawfulness Application**

**22. 0109/16 – Higher Weddicott Farm, Chagford**

Siting of a mobile home for residential use which associated curtilage and parking. **Noted.**

**Tree Works**

**23. 16/0022 – Chagford Conservation Area: 44 New Street**

**Resolved:** no objection.

**FINANCIAL MATTERS**

**24. Internal Audit**

The Internal Audit has been completed and approved by Mrs. Jill Hicks in preparation for the Annual Return. **Noted.**

**25.** Approval to pay Mrs. Jill Hicks for the Internal Audit. **Resolved:** to approve payment.

26. Approval to top up the Petty Cash. **Resolved:** to approve payment.
27. Approval to pay WDBC for the emptying of litter and dog bins. **Resolved:** to approve payment.
28. Approval to pay Mr. Ben Pell for grass cutting of the Jubilee Field, the removal of the Elder stumps, plant and erect tree guard, removal of the Rowan Tree and stumps from the Pound Garden. **Resolved:** to approve payment.
29. Approval to pay Webber and Sons for Fireworks purchased for the Queen's 90<sup>th</sup> Birthday Beacon. **Resolved:** to approve payment.
30. Approval to pay Jeff Williams for Jet Washing the play area in the Jubilee Park. **Resolved:** to approve payment.
31. Approval to pay Warren Dawes (Rural Skills Officer) for work 9/1 – 5/4. **Resolved:** to approve payment.
32. Receipt of Openreach Wayleave. **Noted.**
33. Receipt of Western Power Wayleaves Arrears. **Noted.**
34. Receipt of Duty/VAT Repayment. **Noted.**
35. Receipt of Chagford Commoners HLS Association Payment. **Noted.**
36. Receipt of Chagford Tennis Club's Rent. **Noted.**

#### **ENVIRONMENT**

37. **Jubilee Field Inspection Report – Cllr: Lloyd Hill**  
Cllr: Lloyd Hill reported that the Jubilee Field was in good order. The Train had been removed, the steps had been repaired, the surfaces had been cleaned and the Multiplay had been repaired. **Noted.**
38. **Public Convenience Inspection Report – Cllr: Lloyd Hill**  
Cllr: Lloyd Hill reported that the public conveniences were in good order. **Noted.**
39. **Play Equipment (Min: 530 refers)**  
The Clerk has received a quote from South West Play for repairing the surface under the swings. To cut out worn/damaged wet-pour and repair with new £396.00 + VAT and for two cradle swings £79.00 + VAT each.  
Cllr: Coombe has found a 'Trim Trail' on line at a cost of £2180.00 which he will circulate to Members for consideration. **Resolved:** to consider the quotes and the purchase of a Trim Trail.

#### **CLERKS/CHAIRMANS REPORT**

40. An email has been received from a reporter for the Okehampton Times regarding the press release from DNPA regarding the fact that the planning committee approved the application of the 93 new houses in Chagford. She is asking for a comment on behalf of the council about the approval. **Resolved:** the Chairman has contacted Okehampton Times and said after much hard work Chagford Parish Council were pleased that Planning Permission had been granted.
41. **DCC Highway Verges**  
WDBC have informed Chagford Parish Council that they have withdrawn from the DCC Highway Verge Cutting contract and will no longer be completing these cuts in the Parish.

The responsibility for completing the cuts has now reverted to DCC. **Noted.**

**42. Connecting Dartmoor and Exmoor Update**

Air band, the wireless broadband contractor for Dartmoor and Exmoor National Parks, has recently announced that their wireless transmitters are live on South West Dartmoor. Air band is now working with Connecting Devon and Somerset to finalise arrangements for the 'wholesale open access platform' that will make the service available to a range of internet service providers. The necessary testing of the systems and network to make sure it is stable will commence at the start of May. This should be concluded in a matter of weeks after which businesses and residents fed by the live transmitters can place an order.

Information on how to get connected will be available on the CDS and Air band websites to coincide with the launch of the network at the end of May.  
**Noted.**

**43. Chagford Church Bell Appeal**

A letter of thanks has been received from the Chagford Church Bell Appeal for the donation from Chagford Parish Council. As a result of people generosity the Bell Appeal has collected monies in excess of the original target and are now in the enviable position of being able to undertake a complete refurbishment. **Noted.**

**CORRESPONDENCE**

**44. Neighbourhood Plans**

Central Government is placing increasing importance on Neighbourhood Plans. South Hams, West Devon and Plymouth Councils have agreed to work on a Joint Local Plan. They will also offer support to the 35 Neighbourhood Planning Groups across the two Council areas and will be holding workshops, the first being held at Kilworthy Park on Thursday 2<sup>nd</sup> June. **Noted.**

**45. DALC May Newsletter**

The Newsletter has been circulated to Members.  
Training and Events for Councillors are available and can be found on the DALC website.

A new edition of Arnold Bakers Local Council Administration is due to be published on 28<sup>th</sup> June this year. DALC members are entitled to a 25% discount on the full price.

The budget 2016 announcement could signal an end to parish councils paying 'toilet tax' which could lead to parish councils finally being exempt from paying unfair business rates on their public toilets.

Section 137 limits for 2016/17 – it has been announced that the new limit is £7.42 per elector for the financial year 2016/17. **Resolved:** to book Cllr: Stanbury on to a New Councillors Course. To purchase the new edition of Arnold Bakers Local Council Administration.

**46. North Dartmoor Search and Rescue Team**

North Dartmoor Search and Rescue Team are launching a crowd funding appeal. This is a website that gives the opportunity for people to donate money.

North Dartmoor Search and Rescue Team is still very active in the local area. In order to be able to offer a professional search and rescue service the team have to train regularly, unfortunately they do not have enough money to create a training room which is why the crowd fund appeal is being launched. **Resolved:** to refer to the Finance Group.

**47. Chagford Youth Cricket Schools Programme**

Chagford Youth Cricket are requesting a grant to support the Chagford Youth Cricket's Schools Coaching Programme.

Our cricket club provides children with the opportunity to develop the full range of skills involved in playing cricket through professional coaching. Coaching is offered in South Tawton, Spreyton, North Tawton and Chagford Primary School, for teachers and pupils, as well as regular training sessions at the cricket club. **Resolved:** to refer to the Finance Group.

**48. ACCOUNTS FOR PAYMENT**

a) Direct Debit – BT Broadband Services	42.79
b) 4109 Mrs. S. Curtis – Clerks Salary	412.01
c) 4110 HM Revenue and Customs	102.80
d) 4111 Mrs. S. Curtis – Top Up Petty Cash	89.34
e) 4112 Mrs. S. Curtis – Clerks Expenses	20.00
f) 4113 Mrs. J. Hicks – Internal Audit	50.00
g) 4114 WDBC – Emptying of Litter and Dog Bins	469.82
h) 4115 Mr. Ben Pell – Grass Cutting, tree felling, tree planting	350.00
i) 4116 Webber and Sons – Fireworks for Queen's Birthday	460.00
j) 4117 Jeff Williams – Jet Washing the Play Area	300.00
k) 4118 Warren Dawes (Rural Skills Officer) - Work 9/1 – 5/4	264.00
l) 4119 Mrs. Flynn – Trough Planting	15.00
m) 4120 Linda Lemieux – Trough Planting	30.00
n) 4121 Mr. J. Hancox – Trough Planting	15.00
o) 4122 Mrs. C. Mount – Trough Planting	15.00
p) 4123 Mrs. M. Glastonbury – Trough Planting	15.00
q) 4124 Mrs. J. Anderson – Trough Planting	45.00
r) 4125 Chagford Florist – Trough Planting	15.00
s) 4126 Mr. M. Dowling – Trough Planting	15.00
t) 4127 Mrs. M. Barber – Trough Planting	45.00
u) 4128 Mrs. S. Powell – Trough Planting	15.00

**The Meeting Closed at 9.40 p.m.**