

Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 9th May 2022 commencing at 7.30 p.m.

Present: Cllr: Kevin Coombe, Cllr: Mrs. Margaret Haxton, Cllr: Gay Mrs. Hill (Chairman), Cllr: Jill Miller, Cllr: Paul Mortimer, Cllr: Andrew Parrott, Cllr: Mrs. Gill Printy, Cllr: John Shears, Cllr: Rachel Short, Cllr: Marion Stanbury and Cllr: Stuart Wright.

In attendance: The Clerk, Mrs. Sarah Curtis, Cllr: Nicky Heyworth, West Devon Ward Member.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations were requested for the nomination for the position of Chairman. Cllr: Mrs. Margaret Haxton proposed and Cllr: John Shears seconded the nomination of Cllr: Mrs. Gay 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. Gay Hill took the Chair and asked for nominations for Vice-Chairman. Cllr: Rachel Short proposed and Cllr: Marion Stanbury seconded the nomination of Cllr: Jill Millar. Cllr: Mrs. Gill Printy proposed and Cllr: Kevin Coombe seconded the nomination of Cllr: Mrs. Margaret Haxton. After a vote it was **agreed** that Cllr: Jill Millar will be Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Mrs. Malseed.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllr: Mrs. Gay Hill (Chairman) and Cllr: Jill Millar (Vice-Chairman).

5. DECLARATION OF INTERESTS

Cllr: Mrs. Gill Printy declared an interest in Minute 13(a).

6. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 11th April 2022 were confirmed and signed as a true record.

7. APPOINTMENT OF WORKING GROUPS

Resolved: that the Membership of the 2022/23 Working Groups should be as follows:-

Finance – Cllr: Kevin Coombe, Cllr. Christine Malseed, Cllr: Andrew Parrott, Cllr: John Shears and Cllr: Stuart Wright

Planning – Cllr: Andrew Parrott, Cllr: Mrs. Gill Printy, Cllr: Marion Stanbury, Cllr: John Shears and Cllr: Paul Mortimer

Environment – Cllr: Kevin Coombe, Cllr: Mrs. Margaret Haxton, Cllr: Mrs. Gill Printy, Cllr: Marion Stanbury, Cllr: Rachel Short.

General Purposes – Cllr: Mrs. Margaret Haxton, Cllr: Christine Malseed, Cllr: Paul Mortimer, Cllr: Rachel Short and Cllr: Stuart Wright.

Climate and Ecology – Cllr: Mrs. Margaret Haxton, Cllr: Christine Malseed, Cllr: Andrew Parrott and Cllr: Marion Stanbury
Mrs. Stanbury

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.

8. APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES

Resolved: that the council be represented on outside bodies for the ensuing year by the following persons:-

- I. **West Devon Eastern Links Committee** – Cllrs: Mrs. Gay Hill (Chairman)
- II. **Dartmoor National Park Communities Forum** – Cllr: Andrew Parrott and Cllr: Marion Stanbury.
- III. **Jubilee Hall Trustee** – Cllr: Mrs. Gay Hill (Chairman) – Trustee, Cllr: Marion Stanbury – Observer.
- IV. **Chagford Recreational Trust** – Cllr: Mrs. Gay Hill (Chairman).

9. APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES

- I. **Chagford Combined Charity** – Cllr: Kevin Coombe, Mr. Robert Sampson and Mr. Rod Webber.
- II. **Friends of St. Michael's**
- III. **Providence School Charity** – Cllr: Mrs. Gay Hill and Mr. Robert Sampson.

10. VENUE AND SCHEDULE OF COUNCIL MEETINGS FOR 2022/23

a) The proposed dates for the Regular Parish Council Meetings to be held in Endecott House at 7.30 p.m. are as follows:-

13th June, 11th July, 8th August, 12th September, 10th October, 14th November, 12th December 2022, 9th January, 13th February, 13th March, 17th April, 8th May 2023.

b) The proposed dates for the Extraordinary Meetings if required are as follows: 27th June, 25th July, 22nd August, 26th September, 24th October, 28th November 2022, 23rd January, 27th February, 27th March, 24th April 2023.

c) 2023 Annual Parish Assembly Meeting

The date and venue for the Annual Parish Assembly Meeting in 2023 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 20th April 2023.

11. MATTERS ARISING FROM THE MINUTES

a) The Queen's Platinum Jubilee (Min: 129(c) refers)

Posters for the Jubilee are being prepared.

Thursday 2nd - The Beacon on Meldon Hill will be lit at 9.45 p.m.

If parishioners wish to walk to Meldon we will meet in the Square at 8.45 p.m. Drinks and snacks will be available.

Friday 3rd – Cream Tea in Endecott House from 3.00 p.m. – 5.00 pm.

Councillors to help with donations of scones and cake.

Saturday 4th – Coffee Morning in Endecott House from 10.00 a.m. – 12.00 noon. Councillors please collect donations for the raffle.

Sunday 5th – Picnic in the Park at 1.30 p.m. Some food will be provided and drinks will be available, please bring your own cutlery and crockery and something to sit on. Following the lunch Platinum Jubilee Medallions will be presented to all parishioners under the age of 16 on 1st September 2021. **Resolved:** help is needed collecting and putting up tables and gazebos also help needed preparing and serving the food.

b) Parish Members of the Dartmoor National Park Authority (Min: 130(a) refers)

Nomination to be forwarded to the Secretary of State following ballot completed 20th April 2022. Due to a deadlock in votes, the result was decided by chance. This is standard practice when this happens. A coin was tossed – heads for Richard Glanville, tails for Mark Williams. The coin landed on heads. Mr. Richard Glanville was duly elected for the Mid Devon/West Devon Ward. **Noted.**

12. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

a) Proper Job Music Day 2022

Following the success of the 2021 event, plans are currently being made for Proper Job Music Day 2022. A request has been made to seek the Parish Council's approval to hold this event, and assess electricity in the Market House and close the Square to act as a pedestrian area. A Temporary Traffic restriction will be applied for. **Resolved:** to support the event. Stating that the road should not be closed until after the bus at 12.00 noon has gone. To keep within the disabled bays High Street, it is also necessary that the traffic has clear visibility in all directions.

b) Fence on the Commons

The fencing to the right of the gate on the Commons has been torn down. The purpose of the fencing is to prevent walkers and cyclists from falling in the gully as they enter the Commons. The Parish Council will need to replace the fence as soon as possible. **Resolved:** Cllr: John Shears will give a quote for the fencing.

c) Chagford Swimming Pool

The Swimming Pool Committee are requesting financial assistance for work needed on the swimming pool. The quote for the repairs to the leat is £3,000.00 which involves diverting water in the leat with sandbags and a large pump, in order to remove the old concrete risers, and replace with new concrete risers to make a step and protect extraction equipment. To stop water ingress where the present leak is. Supply all materials and plant. **Resolved:** to offer a grant of £1500.00 to the Swimming Pool Committee.

13. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters – Cllr: Parrott

a) Ref: 0141/22 2a The Square, Chagford

Proposed: Change of use from class E to class C3 to 5sqm of ground floor lobby space to allow for a second entrance to the upstairs flat at 2-4 The Square. **Resolved:** to support the application.

b) Ref: 0144/22 2 Hames Way, Chagford

Proposed: Veranda. **Resolved:** to support the application. Policy 3.7 Residential alterations, extensions and outbuildings applies.

GRANT OF CONDITIONAL PLANNING PERMISSION

c) Ref: 0093/22 15 Mill Street, Chagford

Creation of gabled dormer to first floor west elevation of existing dwelling with addition of two conservation style roof-lights. Subject to conditions. **Noted.**

14. FINANCIAL MATTERS

a) The Internal Audit has been completed and signed by Mrs. Jill Hicks, Internal Auditor, in preparation for the Annual Governance and Accountability Return. **Noted.**

b) To approve the Accounting Statement 2021/22 for the Annual Return for the year ending 31st March 2022. **Resolved:** to approve the Accounting Statement for 2021/22.

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

d) Receipt of first half of the Precept. **Noted.**

e) Approval to pay the Clerk travel expenses to take and collect the books to the Internal Auditor. **Resolved:** to approve payment.

f) Approval to pay the planters of the Chagford Troughs. **Resolved:** to approve payment.

g) Approval to pay Source for Business for services to the Market House. **Resolved:** to approve payment.

h) Receipt of payment for Wayleave. **Noted.**

i) Approval to pay All Seasons for grass cutting on the Jubilee Field and Cross Ways Bank. **Resolved:** to approve payment.

j) Request of a grant from the Chagford Conservation Group. **Resolved:** to give the Chagford Conservation Group a grant of £200.00 towards Insurance costs.

k) Receipt of the VAT Return. **Noted.**

15. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Rachel Short

Cllr: Rachel Short reported that generally the Jubilee Field was in good order. The Netball Hoop was not in position. Some protruding wires at the bottom of the fence around the tennis courts. Some minor damage to wooden post rails against hedge on roadside field. Lots of holes dug in grass by trees behind tennis courts. Always a lot of litter in the Skate Park and the path bin is always full. **Noted.**

b) Public Convenience Report – Cllr Rachel Short

Cllr: Rachel Short reported that the Public Conveniences were in good order. **Noted.**

c) The Skate Park RoSPA Report (Min:133(c) refers)

The Clerk has finally been able to contact Rhino Ramps and after looking at the RoSPA report have sent a quote for repairs.

Screws are missing and should be replaced. Included in the quotation are 50mm and 90mm screws plus silicone.

Caps are missing or damaged. In the quotation are X2 ALU Caps with silicone. **Resolved:** Cllr: Kevin Coombe felt that more was needed to repair the Skate Park.

d) Date for reviewing the RoSPA Report

The Environment Group should meet to discuss the way forward with regard to the RoSPA Report. **Resolved:** a meeting was agreed for the 23rd May 2022.

16. CLERKS/CHAIRMAN'S REPORT

There was no Clerks/Chairman's Report

17. CORRESPONDENCE

a) The next Celebration of the Earth event is on Thursday 12th May 2022 and the theme is the Welcoming of Spring. They are hoping to start at the Market House where there will be some music and a dance following by the Obby Oss and The Jack and a procession of people up to O'er Hill for the next part of the event. **Resolved:** to inform the event organisers that they would need to contact Devon County Council to close the Square and to make sure they had Public Liability Insurance for the event.

b) North Bovey will be beating the bounds as part of the Queen's Jubilee celebrations on Saturday 4th June 2022. **Noted.**

c) Temporary Prohibition of Through Traffic and Parking

d) Monday 23rd May – Friday 27th May 2022 – A382 from Whitebury House in a south-easterly direction for a distance of 1450 metres.

Monday 4th July 2022 – road from Meldon House to Higher Weddicott Farm.

Tuesday 5th July 2022 – road past Meldon Heights.

Wednesday 6th July 2022 – road from St. Michaels Church to Higher Middlecott Farm.

Wednesday 6th July 2022 – road past Lower Corndon Farm.

Noted.

18. ACCOUNTS FOR PAYMENT

a) Direct Debit – BT Telephone and Broadband Services (May)	60.49
b) Direct Debit – British Gas – Services to Ellis Drive	19.18
c) o/l Mrs. S. Curtis – Salary	670.42
d) 4706 HMRC – PAYE	183.42
e) o/l Mrs. S. Curtis – Expenses	20.00
f) 4707 Source for Business – Services to Market Hse	164.35
g) 4708 Jill Hicks – Internal Audit	55.00
h) 4709 All Seasons – Grass Cutting	870.00

i) o/l Mrs. S. Curtis – Travel Expenses	32.40
j) 4710 Mrs. Fynn – Trough Planting	15.00
k) 4711 Jason Hancox – Trough Panting	15.00
l) 4712 Martina Glastonbury – Trough Panting	15.00
m) 4713 Angela Stokes – Trough Planting	15.00
n) Angie Emberson – Planting	200.00

Part II
No. 1 The Market House
Local Government Act 1972 Section 100(A) (4) Item to be taken in
Part II excluding the Public and the Press

The applications for the lease of No. 1 The Market House was debated.

Resolved: the lease be given to a local florist.