

Minutes of the Regular Meeting of the Chagford Parish Council (CPC) held at Endecott House on Monday 9th September 2024 commencing at 7.30 p.m.

Present: Cllr: Lark Ash- Matthews, Cllr: Francis Everson, Cllr: Mrs Gay Hill, Cllr: Jill Millar (chair), Cllr: Dhevdhas Nair, Cllr: Stuart Wright.

In attendance: The Clerk, Ruth Wright. Jane Elliott, West Devon County Council, Matt Noyes and Joseph Van der Steen, neighbourhood planning consultants, Alison Squance, Chagford Recreational Trust, 1 member of the public.

60. APOLOGIES FOR ABSENCE

a) Apologies were received from:

Cllr: Neil Smillie (work, approved).

Cllr: Belinda Hayter- Hames (holiday, approved).

Cllr. Christine Malseed (holiday, approved).

Cllr: Andrew Parrott (holiday, approved).

Cllr: Mrs Gill Printy (illness, approved).

Cllr: Rachel Short (holiday, approved).

61. DECLARATIONS OF INTEREST

There were no declarations of interest.

62. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Meeting held on Monday 12th August 2024 were confirmed and signed as a true record.

63. MATTERS ARISING

a) Neighbourhood Planning A presentation on the benefits and possible hurdles regarding Neighbourhood Planning was given by Matt Noyes.

Resolved: The Clerk will circulate the PowerPoint slides for Councillors to read in readiness for the next meeting.

b) Recreational Trust request for possible erection of floodlights and winter usage for 5-side football on the tennis courts. The floodlights being considered are removable and therefore require no planning permission. The main concern from the Council was any detrimental impact on neighbours, noise and environmental issues. **Resolved:** In principle the Council are in support of 5-side football. The Council would be happy to consider removeable floodlights if a risk assessment of the impact to the environment can be organised and shared. The Church Commissioners should also be consulted.

c) Update on EV chargers for Bellacouch carpark. Both the Pay and Display machine and the EV chargers will be in place this month. These will be connected to National Grid on 14th / 15th October. British Gas will supply a 3-phase meter shortly after this. Costings for the machines and installation is £23000.00. **Resolved:** The installation of all hardware, and connectivity was approved. It should be noted the EV chargers will not be in use until the Council has gained Competent Council Status. **Noted.**

The question of the council becoming VAT registered as a result of charging for the car park and the supply of electricity was discussed and requires further investigation. **Noted.**

d) Padley Common Update. Two successful events have taken place to share the plans for Padley Common. A positive response has been received, with offers of help for working parties. The first step is to get the grant for the boardwalk work. The first working party will take place on 30th Oct. **Resolved:** It was proposed, seconded and carried that the working party will discuss plans to bring back to the Council for approval.

e) Update on footpath sign from Factory Bridge towards Chagford. **Resolved:** This will be carried over to next month

f) Update on Chagford Business Community. A survey has been circulated by members of the public to ask our shop owners for their ideas regarding Christmas late night shopping and Christmas trees. The majority of shop owners who responded are happy to open for late night shopping, but don't want the responsibility of organising an event. **Resolved:** The Council are happy to support the community in any way it can but is unable to take full responsibility for the event.

The trees are felt by the shop owners to be a welcome addition. **Resolved:** The brackets holding the trees need to be checked for safety by individual shop owners. Trees will need to be mounted on the brackets on a given date. The brackets on the Market House (owned by the Council) have been checked and mended where necessary.

g) CPC away day update. To consider whether the away day should be an evening dinner at The Globe, at Chair's expense. The 18th November was provisionally agreed. **Noted.**

h) Gallaghers Insurance - Requirement to check accuracy of new insurance policy schedule. **Resolved:** The accuracy has been checked. It was proposed, seconded and carried to continue with Gallaghers.

i) Update on clearance of the leat. The upper part has been cleared back to the soil due to necessary removal of the water dropwort. The maintenance of the lower part of the leat is still under discussion with the residents (meeting on the 18th September). The stepping stones also need repairing. **Resolved:** There will need to be agreement between residents and the Council with regard to the imminent and future maintenance of the leat and the open space.

Streetlights were mentioned once again. **Resolved:** In the short term, the optimum solution is to 'Report a Problem' on the Devon County Council website, ensuring the streetlight number is quoted.

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

Grant of Conditional Planning Permission

a) Ref: 0290/24 The School House, Yeo Farm, Chagford
Proposed: To repair and extend the chimney. **Noted.**

65. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

Full Planning Applications:

a) **Ref: O350/24 The Old Fire Station, Chagford.**

Proposed: Change of use of land for the provision of three private car parking spaces, with associated landscaping. Chagford Parish Council has concerns about access and safety. There is concern that the planting of the beech hedge would limit manoeuvrability and visibility. **Noted.**

Application for works to trees covered by a TPO:

b) **Ref: 24/0044 Rushford Cottages, Chagford**

Proposed: T1 Beech tree, Crown lift to 5.2 meters over the highway and garden to tertiary and secondary growth + remove substantial lower limb back to the stem to 7.5 meters on trunk of the tree.

T2 beech tree, crown lift lower roadside branches back to stem over highway and driveway access up to 8 meters

T3 English Elm, crown lift to 5.2m over the highway and driveway access + remove large lower limb up to 7 meters. **Noted.**

Grant of Conditional Planning Permission

c) **Ref: 0269/24** 56 The Square, Chagford

Proposed: Replacement of two windows to ground floor east elevation. **Noted**

d) **Ref: 0278/24** Meadow Cottage, Chagford

Proposed: Demolish existing conservatory and replace with timber framed extension. **Noted.**

e) **Ref: 0206/24** Yellands Farm, Chagford

Proposed: Works to the 2 existing ancillary domestic barns including: interior fit out works, new conservation roof lights and new timber and glazed windows and doors. **Noted.**

f) **Ref: 0261/24** Hames Way, Chagford

Proposed: Erection of a glass verandah to rear of property. **Noted.**

66. CLERKS/CHAIRMANS REPORT

a) Policy Update: Approval from Council for:

Code of Conduct Policy. **Resolved:** Approval for this was proposed, seconded and carried.

b) Training and Development Policy. **Resolved:** Approval for this was proposed, seconded and carried, with the amended addition of a positive message about the value CPC holds on training for all.

c) CPC action plan. **Resolved:** Approval for this was proposed, seconded and carried.

d) DALC Conference Wednesday 2nd October Exeter Racecourse. **Resolved:** The Clerk will resend the date for any interested Councillor to sign up for the two available places.

- e) Comment on Proper Job Music Day. The Council felt this was a great success, well organised and cleared up quickly. CPC would like to extend thanks to the organisers. **Noted.**
- f) Thank you to Angie Emberson for all her hard work with the flowers in Chagford. Angie is now stepping back from this and looking for someone to take responsibility. CPC provide money for the flowers that are planted inside the troughs. Cllr. Mrs Gay Hill is happy to talk to anyone who may be interested to know more. **Noted.**
- g) Consideration of the specification for the contract for green spaces to go out to tender. This will go out to tender in November. **Resolved:** It was agreed that the environmental group discuss the tender specification and bring findings back to the next meeting for approval.
- h) Approval to pay Chairs Allowance of £650 for financial year 2024/25. **Resolved:** Approval for this was proposed, seconded and carried.
- i) Approval to pay petty cash of £100. for small items purchased by the Clerk **Resolved:** Approval for this was proposed, seconded and carried.

67. FINANCE REPORT

- a) Banking activity in August 2024. The Lloyds bank statement and Scribe audit trail were shared. **Noted.**
- b) Update on Nat West signatories. This is almost complete. Cllrs. Stuart Wright and Jill Millar will be new signatories. **Noted**
- c) Date of the next Finance meeting: 23rd September 7.30pm, Endecott House. **Noted**
- d) The Clerk will supply all Councillors with read only access to the Scribe accounting system. **Noted**

68. ENVIRONMENT REPORT

- a) Jubilee Field Inspection Report – **Cllr: Christine Malseed.** All in working order. A local volunteer has agreed to mend the notice board, the Council are very grateful for this. **Noted.**
- b) Public Convenience Inspection Report – **Cllr: Christine Malseed.** All in working order right now. **Noted.**

69. REPORT FROM WDBC REPRESENTATIVE

- a) Report from WDBC representative – Cllr. Jane Elliott. Jane mentioned how useful the ‘Report it’ tool from the WDBC site is, and asked could this be on the CPC website and FB page. **Noted.** There is a meeting scheduled between SW Water and WDBC for September 10th – Jane will bring the findings from this to the next meeting. **Noted.**

70. ANY OTHER REPORTS

- a) Report from Chagford Swimming Pool updating the Council on their use of the grant provided in September 2023.
‘CHAGFORD Swimming Pool would like to thank CHAGFORD Parish Council for their generous donation of £3,000. £1,000, has covered training costs for the Lifeguards for this season. This covers the initial main training over two

days in the Easter holidays and monthly refreshers during the season. £2,000 was used towards buying a new chemical dosing board, which has been key in ensuring only the minimum amount of chemical is needed to keep the pool clean. Our use of a UV filter also help to reduce the overall use of chemicals. This all helps contribute to our green credentials & values at CHAGFORD Pool. **Noted.**

71. CORRESPONDENCE AND EMAILS

- a) Email from Wales and West Utilities. A 1.5km pipe upgrade programme, investing £300k to upgrade current metal pipes to long lasting plastic pipes. First phase of the project begins on the 25/11/24 and anticipated to run until spring 25. **Noted.**
- b) Email from Devil Dartmoor Cycle Race. This race is due to pass through Chagford on Sunday 27th October. **Noted.**
- c) Email from Moretonhampstead Parish Council to ask whether CPC would be interested in joining them to raise the issue of 20mph speed limits for towns and villages on Dartmoor within the national park, with DNPA and Devon County Council. **Resolved:** Approval for this was proposed, seconded and carried with one abstention.
- d) Email from DCC – temporary prohibition of through traffic from Wednesday 2 October 2024 for a maximum of 5 days the square, Chagford. The alternative, signed, route for vehicles will be via - The Square, High Street, North Street, The Square. **Noted.**

72. FINANCIAL MATTERS

- a) Approval to pay Source for Business – services to the Market House. **Approved.**
- b) Approval to pay British Gas Lite – electricity to Ellis Drive Toilets. **Approved.**
- c) Approval to pay British Gas – electricity to Market House Toilets. **Approved.**
- d) Approval to pay British Gas – electricity to Market House Office. **Approved.**
- e) Approval to pay All Seasons – works to Jubilee Field and Cross Tree (invoice 6888 is for £1428.00 but due to an overpayment of £628.80 in August 24 for invoice 6866, £799.20 has been paid this month)) **Approved.**
- f) Approval to pay All Seasons for works to the verges. **Approved.**
- g) Approval to pay Scribe (Starboard Systems) for the electronic accounts system. **Approved.**
- h) Approval to reimburse the Clerk for the purchase of two toilet door handles. **Approved.**
- i) Approval to pay National Grid for connection of services to Ellis Drive Carpark. **Approved.**

j) Approval to pay Gallaghers Insurance for a twelve-month period.
Approved.

59. ACCOUNTS FOR PAYMENT	£
a) Scribe (Starboard Systems) - Accounting System	489.60
b) Source for Business – services to the Market House	310.00
c) British Gas Lite – electricity to Ellis Drive Toilets	16.70
d) British Gas – electricity to Market House Toilets	64.08
e) British Gas – electricity to Market House Office	17.80
f) EE LTD – Parish Council mobile phone	23.30
g) All Seasons – works to Jubilee Field and Cross Tree	799.20
h) All Seasons – works to verges	181.20
i) Ruth Wright – Clerk’s Salary	1091.55
j) Ruth Wright – Clerk’s expenses	20.00
k) Ruth Wright – reimbursement for the purchase of 2 toilet door handles	52.64
l) National Grid – connection of electricity services to Ellis Drive Carpark	1542.13
m) Gallaghers Insurance – for twelve months commencing October 2024	3382.11
n) Chairs Allowance	650.00
o) Petty Cash	100.00

The meeting closed at 9.15 pm.

Date **Signed**