

Minutes of the Regular Meeting of the Chagford Parish Council held at Endecott House on Monday 9th October 2023 commencing at 7.30 p.m.

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

In attendance: Jane Elliott (Councillor for West Devon Borough Council), 1 member of the public

66. APOLOGIES FOR ABSENCE

Cllr: Christine Malseed sent apologies due to work commitments.

67. DECLARATIONS OF INTEREST

There were no declarations of interest.

68. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 2023 were amended, confirmed and signed as a true record.

Additions, in brackets, as follows:

62b The Chair suggested the Parish Council consider a way forward with regard to the graveyard as the graveyard is [nearly]full.

63a Email from Fields in Trust. These fields were set up [as part of the Diamond Jubilee] when Prince William wanted to make sure that playing fields were not going to be built on.

69. MATTERS ARISING

a) Baby Changing Facility. There would be no extra cost for the cleaning of this. Additional cost for insurance is £1.80 per annum (see min 17(b), 22(b), 33(b), 45(b) and 57(b)). **Resolved:** To order the baby changing unit

b) Regulations pertaining to the use of Parish Council notice boards (see min 57g). The Clerk investigated several examples of notice board policy for the Council to consider **Resolved:** The Clerk to design one and bring back to next meeting.

c) Update on Bellacouch Carpark (see min 58(a)). Progress since the last meeting has included:

- Contact with West Devon Borough Council in order to progress the purchase of a pay and display parking meter.
- Contact with James McInnes (Devon County Council) to make progress with signage for the car park and parking restriction notices on Bellacouch.
- Communication with CG Fry and Sons Ltd. to meet urgently to inspect the car park for handover. **Noted.**

Other actions to include:

- The purchase of a pay and display machine needs approval.
Resolved: This action was approved.
- Costs for parking need approval. Proposed: the costs will mirror the existing carpark in Chagford and will apply between 8.30am and 6pm.
Resolved: This action was approved.
- Cllr: Jill Millar to write a report for the notice board. **Noted.**

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

a) The Parish Council attended an away day on Sunday 8th October, facilitated by Cllr Jane Elliott (West Devon Borough Council). The Council wished to thank Jane for her work on this. **Noted**

b) Competent Council – The Council are in a good position to apply for status of competent council, with the exception of the new Clerk being fully qualified. Resolved: The Clerk will complete this training as soon as possible.

**71. GROUP/REPRESENTATIVES REPORTS
Planning Control Matters – Cllr. Andrew Parrott**

To Consider DNPA Planning Matters for Consultation

a) **Ref: Proposed: 0422/23, Glendarah House, Chagford.**
Demolition and removal of existing porch and creation of new porch and entranceway: **Resolved:** To support this application.

Grant of Conditional Planning permission

b) **Ref 0327/23 23 Lamb Park, Chagford**
Erection of single storey rear extension, rear dormer, porch and rooflights.
Noted.

72. REPORTS:

- a) **Jane Elliott** – Councillor for West Devon Borough Council. This report is displayed in the notice board outside the Market House.
- b) **Finance Working Group Report:** Cllr. Stuart Wright.
Cllr. Stuart Wright reported that the accounts had been scrutinised and approved to date.
As of 26th September:

Bank Accounts

Lloyds Current Account	£1,327.76
NatWest Current Account	£94,948.63
NatWest Business Reserve Account	£33,608.98
NatWest Bonus Saver Account	£78,204.01
Total	£208,089.38

Expenditure so far this financial year: £29,164.05

The bank accounts look healthy as the Council are mindful that land may need to be acquired for a burial ground. **Noted.**

c) Banking Update: Cllr. Stuart Wright.

Cllr Stuart Wright explained the need to move money in order to reduce risk of excess funds not being covered by the FSCS. Options were discussed. **Resolved:** Cllr. Stuart Wright will provide a summary of financial options to be discussed at the next meeting.

Resolved: Cllr. Mrs Gay Hill will transfer funds from Nat West to Lloyds current account to reduce the risk of excess funds not protected by FSCS.

d) Report from General Purposes Group

This group met with DNPA and West Devon housing representatives. Proposed 36 new houses on Lamb Park – 50% of which should be social housing. The DNPA are going to be conducting a survey in Spring 2024 regarding housing. A representative will attend the Parish Council meeting. **Noted.**

e) Report from EV course: Cllr. Frances Everson.

Cllr. Frances Everson attended a webinar for local councils. There was much sharing of experience including where to install EV points, difficulties in getting them up and running. The best advice was to try to avoid street installation. **Resolved:** Cllr. Frances Everson to summarise a way forwards, send to the Clerk to distribute.

f) Report from DALC conference: Cllr. Jill Millar and Ruth Wright.

The Conference included many interesting presentations.

Key Points taken from the Conference:

- The key words that came up over and over again were ownership, empowerment, community, stakeholders, collaboration, delegation.
- The Local Council Award Scheme would be a good goal for Chagford Parish Council (CPC) to aim for.
- NALC has a new website coming soon and will have new models of financial regulations; this may be very useful for CPC to look at.
- We would like the council to consider taking the Civility in Public Life Pledge.

- Slow Ways – a network of footpaths and cycle ways, particularly to facilitate commuting between places. This venture would like feedback on the routes if you have tried any of them.

Cllr. Mrs Gill Printy left at 8.40pm

g) Report from the ILCA course: Clerk

The Clerk outlined the content of the Introduction to Local Council Administration she has covered so far. There are three further modules to complete before she can enrol on the Certificate in Local Council Administration course. **Noted.**

73. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Jill Millar

The fence by the allotment gate, will need repairing. **Resolved:** The Clerk will report this and attain a quote for mending.

The white lines have worn off the steps from Jubilee Hall. **Resolved:** The Clerk will let West Devon Borough Council know.

The nails for the skateboard Park are now kept in the Market House Office. **Noted.**

b) Public Convenience Inspection Report – Cllr: Jill Millar

The public conveniences are in good order.

74. CLERK'S/CHAIR'S REPORT

a) There is a gutter above No 1 Market House requiring attention. **Resolved:** The Clerk will contact a local handyman to obtain a quote for repair.

b) For consideration – the adoption of Scribe to facilitate the generation and recording of financial records. **Resolved:** proposed, seconded, and carried. The Clerk will contact Scribe to begin the process of moving to electronic accounting.

c) The Parish Council PC is currently not anti-virus software protected. **Resolved:** Windows Defender is currently in place and deemed a suitable anti-virus protection.

d) Plans for Remembrance Sunday were discussed. **Resolved:** A wreath has been ordered, the Parish Council to give a donation after the event.

75. CORRESPONDENCE AND EMAILS

a) Notification of Road Closure – Work Ref: LM213MB10359329 on Lower Street, Chagford. South West Water has applied for a road closure to complete utility works between 18 and 21 Lower Street. These works, subject to approval from Devon Highways, will take place between 14/01/2024 and 17/01/2024.

b) request from a member of the parish to consider regarding the feasibility of a bus shelter at the entrance to Lamb Park. **Resolved:** it was agreed to carry out very initial investigations, with the understanding that this may not be feasible due to planning restrictions.

c) email from Libby Tucker on behalf of the Chagford Business Association to ask for a grant to help fund the Christmas decorations for the late-night shopping event. **Resolved:** to contribute £200.

d) email from Chagford Bowling Club requesting a grant to cover the cost of a dew brush for a dew sweeper (to remove worm casts from the surface). The cost is £138.00. **Resolved:** to contribute £138.00

76. FINANCIAL MATTERS

a) VAT claim for the period from March to September 2023 has been submitted.

b) Approval to pay the Chair's allowance was not discussed at the meeting and will be carried forward to the next meeting.

c) Approval to pay West Devon Borough Council for the emptying of litter bins and dog bins. **Resolved:** To approve payment.

d) Approval to pay DALC for the attendance of Cllr. Belinda Hayter- Hames on the Being a Good Councillor 1 webinar. **Resolved:** To approve payment.

e) Approval to pay Touchwood Enterprises the remaining balance for the see-saw. **Resolved:** To approve payment.

f) Approval to pay DALC for the attendance of Cllr. Jill Millar and Ruth Wright at the annual conference. **Resolved:** To approve payment.

g) Approval to pay Information Commissioner's Office for GDPR/Data Protection fee £40. **Resolved:** To approve payment.

h) Approval to pay SLCC for the purchase of The Clerks' Manual 2023. **Resolved:** To approve payment.

i) Approval to pay Parkinson Partnership for the attendance of Cllr. Jill Millar on the DALC finance course. **£30 Resolved:** To approve payment.

77. ACCOUNTS FOR PAYMENT

(£)

a)	Mrs R Wright – salary	674.44
b)	Mrs R Wright – expenses	20.00
c)	WDBC – emptying of Bins	1336.61
d)	DALC – Attendance of Cllr. Belinda Hayter – Hames on Being a Good Councillor webinar x 3.	54.00
e)	Touchwood Enterprise – see saw	5840.40
f)	Information Commissioner's Office – GDPR/Data Protection fee	40.00
g)	DD British Gas – electricity to Market House Office	13.88

h)	DD British Gas – electricity to Market House Toilets	79.17
i)	DD British Gas Lite – electricity to Ellis Drive Toilets	17.02
j)	DD PlusNet – Broadband and calls	26.40
K)	Gallagher Insurance – Market House	2513.16
l)	SLCC – Clerks’ Manual	67.50
m)	DALC – Attendance at AGM and conference – Ruth Wright and Cllr. Jill Millar	108.00

Part II

The expressions of interest were discussed and voted upon. The successful applicant has been notified but is yet to sign any paperwork.

The meeting closed at 9.34 p.m.

Date **Signed**

DRAFT