

**Minutes of the Regular Meeting of the Chagford Parish Council held at  
Endecott House on Monday 10<sup>th</sup> June 2024 commencing at 7.30 p.m.**

**Present:** Cllr: Lark Ash- Matthews, Cllr: Francis Everson, Cllr: Belinda Hayter-Hames, Cllr: Mrs Gay Hill, Cllr. Christine Malseed, Cllr: Jill Millar (chair), Cllr: Dhevdhas Nair, Cllr: Neil Smillie.

**In attendance:** The Clerk, Ruth Wright. Five members of the public.

**19. APOLOGIES FOR ABSENCE**

a) Apologies were received from Cllr. Rachel Short, Cllr: Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Stuart Wright.

**20. DECLARATIONS OF INTEREST**

a) Cllr. Frances Everson declared an interest in agenda item 11c (min 29c).

**21. CONFIRMATION OF THE MINUTES**

a) The Minutes of the Regular Monthly Meeting held on Monday 13<sup>th</sup> May 2024 were confirmed, and signed as a true record, with one change to min 18d, where the sum to be paid should read as £23.30 rather than £23.50.

**22. MATTERS ARISING**

a) **Chagford Business Association.** A verbal report was given by Libby Tucker on the situation regarding the Chagford Business Association (CBA). The Chagford Business Association has come to a natural end. Libby outlined her concerns for what may be lost in Chagford as a result of this:

- Late Night Shopping
- The display of the Christmas Trees
- The CBA website

**Resolved:** The Council will consider the impact of this and discuss at the next meeting. The Council thanked Libby for all her work with the CBA.

1 member of the public left the meeting.

b) **Update on the Chagford Film Festival.** Mary French and Penny Keene explained that the Film Festival started 15 years ago, as a way to boost the local economy and has gone from strength to strength. They outlined the benefits of the film festival for Chagford:

- It boosts the local economy
- It brings in a lot of new people, last year 1,300 seats were sold.
- The street event on the Saturday night attracts people and benefits the local pubs.
- Every year an Oscar winner attends.
- All local facilities are booked and used, benefitting from hiring fees

**Resolved:** The Council will consider the grant being applied for and communicate this as soon as possible.

2 members of the public left the meeting.

**c) Update from the Cross Tree working party** (see min. 132a, 145c, 8c).

A meeting has been arranged in 2 weeks. **Resolved:** add back on the agenda for next month.

**d) Update on EV chargers for Bellacouch carpark** (min. 8e). A company called Ground Control have quoted £23,000 for EV chargers and the installation of the Pay & Display machine. **Resolved:** In order to make a decision, the following factors need to be fully considered:

- Source two more quotes from EV providers to meet standing order regulations
- Monitor both Moretonhampstead and Chagford top carpark to understand current usage and profit margin.
- Consider continuing to look for a provider who will install EV chargers for small towns at no cost, thereby keeping any profit.
- Consider the merits of waiting until Devon County Council has funds to install trickle chargers (for inhabitants of Chagford rather than tourists).
- Ensure the Chagford top carpark has been added to existing smart phone Apps, promoting venues where tourists can charge their cars.
- Enquire via DALC what other small towns/villages are doing.

**e) Update on street lighting in Chagford** (see min 8a). **Cllr.** Neil Smillie has emailed James McInnes (DCC) to gain more information . A Devon wide approach enables different options:

Streetlights on all night

Streetlights on for part of the night – light sensitive sensors enable stepped dimming from dusk until 12.30am at 50% and then from 5am to dawn. This option is what Chagford currently has, with the exception of the main road that is on all night.

**Resolved:** bring to next meeting, councillors will check what their own streetlights do. The need to clearly state biodiversity issues was noted.

**f) Pedestrianisation of the lower section of Chagford Square** (the section between the Market House and Sally's Newsagents) (min 8a). **Cllr.** Stuart Wright has logged a request to discuss this with Devon Highways. He is awaiting a call. **Resolved:** He will feed back at the next meeting.

**g) Update on carpark** (charging and rules and regulations) **in Chagford** (min 8e)

**Resolved:** Suggested conditions of use were agreed. It was agreed periods for charging should mirror exactly the Chagford top carpark (Monday to Saturday 10.00am – 6pm. Sunday 1pm to 6pm).

**h) Update on ringfenced monies from WDC for the Bellacouch Carpark** (min 8e) WDC doesn't have any funding or any records that this was agreed. **Noted.**

**i) Update on S106 monies relating to the development by Blue Cedar Homes** (min 137b, 9a). There was no update on this. **Resolved:** discuss with DNPA regarding the second portion of the funding.

**j) Standing Orders.** Additions have been made to the draft copy agreed at the Annual meeting (min 11a). Therefore, further approval was required. **Resolved:** Standing orders approved, with the understanding that some of the orders mainly apply to larger councils.

**k) The annual appraisal for the Clerk was discussed. Resolved:** Cllrs. Jill Millar and Christine Malseed will undertake this.

### **23. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR'S DISCRETION**

- a) Padley Common.** The Climate Group have met with John Shears (chair of the Commoners Association) to discuss Padley Common. **Resolved:** Work is in progress to achieve desired outcomes.
- b) Footpath sign from Factory Bridge towards Chagford. Resolved:** there is a post for a sign there, Cllr. Jill Millar will check if the sign is still attached to the post. If displaced Highways will be contacted to supply a new one. A sign on the gate as you exit the river path was discussed. **Resolved:** The possibility of organising this will be investigated.
- c) Graveyard maintenance** was discussed. **Resolved:** Although outside the remit of the Parish Council there was agreement that the Council would like to support biodiversity within the graveyard by sharing the Parish Council biodiversity policy with members of the church.

### **24. GROUP/REPRESENTATIVES REPORTS**

#### **Planning Control Matters**

#### **To Consider DNPA Planning Matters for Consultation:**

#### **Full Planning Applications:**

**a) Ref: 0192/24 West Corndon, Chagford**

**Proposed:** Provision of an agricultural building.

**Resolved:** Chagford Parish Council support this application.

**b) Ref: 0189/24 The Flat, Bedford House, 2 The Square, Chagford.**

**Proposed:** Replacement of external ATM

**Resolved:** Chagford Parish Council support this application.

**c) Ref: 0198/24 27 Ellis Drive, Chagford**

**Proposed:** Retrospective application for the erection of a garden studio, pergola and hardscaping works.

**Resolved:** Chagford Parish Council support this application, but with concern that the height of the pergola may be obtrusive.

**d) 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.

**Resolved:** Chagford Parish Council support this application.

**Grant of Conditional Planning Permission**

**e) Ref: 0163/24 26 Ellis Drive, Chagford.**

**Proposed:** Installation of air source heat pump. **Noted**

**Appeal against Refusal of Full Planning Permission**

**f) Ref: 0291/23 Teigncombe Farm**

**Proposed:** Change of use of land for the siting of two glamping pods. **Noted**

**Grant of Certificate of Lawfulness for an Existing Use**

**g) Ref 0152/24 The Coach House, Chagford**

**Proposed:** change to residential use.

This property lies outside the boundary of Chagford. **Noted.**

**25. CLERKS/CHAIRMANS REPORT**

**a) Grant Giving Policy. Resolved:** To add the amendments suggested and present at the next meeting. The Clerk will circulate the application form from Chagford Community Trust for information.

Cllr. Lark Ash Matthews left at 9.07pm

**b) Report required** from Chagford Swimming Pool Committee regarding the use of the last grant given. **Noted.**

**c) Update on insurance policy for the Bellacouch carpark and toilets.**

**Resolved:** Changes have been made to reflect the inclusion of the toilets and the size of the carpark. Further investigation is required to ensure all green spaces have been accounted for.

**d) Bellacouch green space maintenance.** The Council took over the green spaces at the same time as the car park and haven't covered maintenance to date. Council owned spaces include the green space within the fencing around the oak tree. Also, the green space where the stream flows from Bretteville Close and goes through the fence at the bottom of the development. All other green spaces are managed by Blenheim. The Bellacouch residents have drawn up plans, trying to incorporate everyone's thoughts, bearing in mind biodiversity. **Resolved:** Chagford Parish Council could supply a 'task and complete' working group to work with the Bellacouch residents and report back at next meeting.

1 member of the public left the meeting.

**e) Chagford Wellbeing Fair Thursday 18<sup>th</sup> July, Jubilee Hall between 3pm and 6pm. Resolved:** Those Councillors who are able to, will attend the Fair.

**f) Working Groups membership.** Finance Committee and Planning Working Group appear to be working well (although there is a need to reconfigure planning so another Councillor can replicate the on-line presentations.

**Resolved:** ask those Councillors absent today.)

General purposes and Environment have less steer and may benefit from being repurposed to:

- Climate change and biodiversity
- Environment – land and buildings
- General Purposes – task and finish – will be allocated tasks as they arise. **Resolved:** add to the agenda next month.

In the meantime, Southcombe Garden is in need of maintenance.

**Resolved:** Those Councillors who are able will meet on Wednesday 19<sup>th</sup> June at 2pm to maintain the garden.

**g) Briefing on D-Day celebrations.** Thank you to everyone for helping with cream teas, beacon building and organisation. Thank you to the fire brigade for attending and the public for supporting all activities. Once the costs of the cream tea have been reimbursed, the remaining monies will be distributed to relevant charities. **Noted.**

## 26. FINANCE REPORT

**a)** The annual accounts for financial year 2023-24 have been approved by CPC, the internal auditor and have been signed by the Chair and Responsible Financial Officer. They will now be submitted to the external auditors and advertised on the notice board. **Noted.**

## 27. ENVIRONMENT REPORT

**a) Jubilee Field Inspection Report – Cllr: Mrs Gay Hill.** Field looking good. Proper Job asked if 1 metre could be left unmown around the edge of the field. **Resolved:** The Clerk will check with RoSPA and respond to Proper Job Thanks were given to the Carnival Committee for the purchase of the picnic benches. **Noted.**

**b) Public Convenience Inspection Report – Cllr: Mrs Gay Hill.** Lock still missing in the female toilet. One toilet is still out of order in the gents.

**Resolved:** The Clerk will contact the handyman.

## 28. REPORT FROM WDBC REPRESENTATIVE

**a)** Report from WDBC representative – Jane Elliott. WDBC now has a new community development team. WDBC has a household support fund available to households who are struggling. **Resolved:** If anyone could benefit from this fund, let Cllr. Jane Elliott know and she may be able to help

([cclr.jane.elliott@westdevon.gov.org](mailto:cclr.jane.elliott@westdevon.gov.org)). The Citizens Advice Bureau will also be able to help struggling families.

Cllr. Jane Elliott left the meeting at 9.43pm

## 29. CORRESPONDENCE AND EMAILS

a) Email from Devon County Council Highways - temporary prohibition of through traffic and parking on Friday 30<sup>th</sup> August to Saturday 31<sup>st</sup> August for Proper Job Music Day. **Noted.**

b) Email from Chagford Commoners' HLS Association requesting the agreed donation of £2500.00 for the installation of the cattle grid on Meldon Hill.

**Resolved: The donation was agreed.**

c) Email from Chagford Film Festival requesting a grant of £500. **Resolved:** The Clerk will ask Chagford Film Festival to trial the proposed application form for grant giving. The application will be considered at the next meeting.

## 30. FINANCIAL MATTERS

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

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

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

d) Approval to pay SLCC for the Clerk's CiLCA training. **Approved.**

e) Approval to pay HMRC – PAYE tax for the fourth quarter of the year. **Approved.**

f) Approval to pay John Shears for Lengthsman duties. **Approved.**

g) Approval to pay SJB Signs – signage from Bellacouch Carpark to Chagford centre using footpaths (this will be reimbursed by CG Fry). **Approved.**

h) Approval to pay SJB signs for a road sign from Chagford to the carpark. **Approved.**

i) Approval to pay All Seasons for works to Jubilee Field and Cross Tree. **Approved.**

## 31. ACCOUNTS FOR PAYMENT

£

a)	DD British Gas - electricity to Market House Toilets March 24	52.59
b)	DD British Gas - electricity to Market House Office March 24	22.98
c)	DD British Gas Lite - electricity to Ellis Drive Toilets March 24	16.40
d)	SLCC - for the Clerk's CiLCA training	450.00
e)	HMRC – PAYE tax for the fourth quarter of the year	175.35
f)	John Shears for Lengthsman duties	400.00

g)	Tonepahl Plumbing and Heating – services to Market House Toilets	72.00
h)	Ruth Wright – Clerk’s salary	1091.55
i)	Ruth Wright – Clerk’s expenses	20.00
j)	EE Ltd – CPC mobile phone – March 24	23.30
k)	SJB Signs – signage from Bellacouch Carpark to Chagford centre using footpaths (this will be reimbursed by CG Fry).	732.45
l)	All Seasons – work to Jubilee Field and Cross Tree	1482.00
m)	SJB signs for a road sign from Chagford to the carpark.	66.00
n)	Chagford Commoners HLS Association – contribution to installation of the cattle grid on Meldon Hill.	2500.00

**The meeting closed at 9.47pm.**

**Date** ..... **Signed** .....

DRAFT