

**Minutes of the Regular Meeting of the Chagford Parish Council held at
Endecott House on Monday 10th July 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: Cllr: Andrew Parrott, Mrs Gill Printy, Cllr: Rachel Short, Cllr: Neil Smillie, Cllr: Stuart Wright.

In attendance: Ruth Wright (Clerk), Jane Elliott (Councillor for West Devon Borough Council), 2 members of the public

30. APOLOGIES FOR ABSENCE

No apologies for absence were received.

31. DECLARATIONS OF INTEREST

Cllr: Lark Ash-Matthews declared an interest in 35(a)

Cllr: Andrew Parrott declared an interest in 34(e)

32. CONFIRMATION OF THE MINUTES

a) The Minutes of the Annual Meeting held on Monday 12th June 2023 were confirmed and signed as a true record.

33. MATTERS ARISING

a) information pertaining to D-Day 80 – 6th June 2024.

Resolved: It was agreed to register an interest and discuss further at the next meeting.

b) baby changing facilities in the female toilets, Market House (see min. 22b). The type of baby changing unit was discussed. It was felt there remains unanswered questions regarding cost of insurance and cleaning.

To Do: Ruth Wright to investigate further and return to the next meeting.

c) Market House electricity meter update (see min. 23a)

Resolved: The account for Market House electricity has been transferred to the name of the new clerk.

d) Carpark – Ellis Drive – update from Cllr. Mrs Gay Hill (see min. 27a).

To Do: an update notice will be displayed on the notice board and on the Parish Council website.

To Do: Cllr: Mrs Gay Hill will formalise the necessary steps required to get the car park open and will communicate these once finalised.

e) Communication for Clerk – update from Ruth Wright re mobile phone options and broadband in the Market House (see min. 27d).

Resolved: approval has been given for the purchase of a mobile phone rather than a landline for the clerk.

Resolved: Approval has been given to purchase a three-month trial of a dongle for use in the Market House Office. If this is successful, longer-term options will be explored.

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

a) Insurance policy for CPC. The renewal date is Oct 2023. There is a pre-renewal questionnaire to be completed by 21.07.23.

To Do: Cllr. Mrs Gay Hill to check the Parish Council is adequately insured for the forthcoming tenure.

b) EV charging point webinar available.

Resolved: Cllr Frances Everson will attend this webinar.

In addition to the planning items on the agenda, the following planning matters were considered as late additions:

Full Planning Application:

c) **Ref: 0287/23 Hollow Meadow.** Replacement field barn and field entrance.

Resolved: No objection to the proposed amendments to the field entrance. In our opinion the replacement field barn complies with Policy 5.8 Agriculture, forestry and rural land-based enterprise development.

d) **Ref: 0291/23 Teigncombe Farm, Chagford.** Change of use of land for the siting of two glamping pods.

Resolved: To support this application (Policy 5.9 Farm diversification)

e) Approval was given to pay DALC for new Clerk's training for Ruth Wright. **Noted**

f) Thanks were given to Councillors who have agreed to help paint the Market House Office:

Thursday 20th July, 6pm-8pm, Ruth Wright, Cllrs. Frances Everson and Stuart Wright.

Friday 21st July, Ruth Wright, Cllrs. Jill Millar and Lark Ash-Matthews.

35. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation

Listed Building Application:

a) **Ref: 0266/23 Mill Pond, Chagford.** Proposal for replacement of decayed and crumbling chimney stack with new brick to match adjacent stack.

Resolved: To support this application.

Grant of Conditional Planning Permission:

b) **Ref: 0428/22 20 Manor Drive, Chagford.** Single story side extension, conversion of integral garage and addition of attached garage

c) **Ref 0146/23 9 Manor Drive, Chagford.** Single story extension, internal alterations and reconfiguration of existing garage and driveway – removal of condition 5 attached to planning decision 0318/21

36. FINANCIAL MATTERS

a) Approval to pay Touchwood deposit for see-saw (see Min. 26c).

Resolved: To approve payment

b) Approval to pay All Seasons for works carried out in Jubilee Field and Cross Tree.

Resolved: To approve payment

c) Update on NatWest and Lloyds signatories.

Resolved: The Lloyds bank account now has new signatories, and the paperwork is in the post.

To Do: Changing the signatories on the NatWest bank account is in progress and will be discussed at the next meeting.

37. ENVIRONMENT

a) Jubilee Field Inspection Report – **Cllr: Mrs. Gill Printy.** All fine, very little litter found.

b) Public Convenience Inspection Report – **Cllr: Mrs. Gill Printy.** Gill has spoken to 2 toilet cleaners who felt the water pressure was low and asked if this could be turned up. Also, in the lady's toilet, one of the cubicles needs a new toilet handle.

To do: turn up the water pressure.

To do: Cllr: Mrs Gay Hill will look at the handle.

c) Quote received for cleaning toilets – Ellis Drive Toilets. Concern re costs.

Resolved: Revisit when car park is open and negotiate with WDBC.

38. CLERKS/CHAIRMANS REPORT

a) climate and ecological emergency course. An online training course is available for council members.

Resolved: It was approved that Cllrs. Jill Millar, Frances Everson and Dhevdas Nair will attend this and will report back at the next meeting after the course.

39. BOROUGH COUNCIL REPORT

Jane Elliott from West Devon Borough Council was in attendance. Please find Jane's report posted in The Market House notice board.

40. CORRESPONDENCE AND EMAILS

a) email from Gavin Woodford re planning app ref 0149/23. Gavin thanked the Parish Council for their support in this application. **Noted**

b) email from Dartmoor Commoner's Council re Fencing against Common Land. This clarified the legal position from the council that owners of land adjacent to a common have a legal obligation to maintain a fence on the boundary of their land, to prevent stock from straying on and off the common. **Noted**

c) email from a member of the parish re. charging point adjacent to Jubilee Hall. The time taken to install the electric charging point was questioned, alongside the requirement that payment for parking would be charged as well as charging costs.

To do: Ruth Wright to direct this concern to West Devon Borough Council.

d) email from Florist from the Forest re hanging baskets and planters (see min 29a).
Resolved: as notice has been given for these premises, this request was not discussed.

e) email from Gemma Bristow – WDBC – sharing of a survey regarding initiatives to promote walking or cycling for short journeys.

To do: Ruth Wright will add details of this to the notice board.

f) email from Devon Highways – DCC- Temporary Prohibition of through traffic and parking on Saturday 2nd September between 09:00 and 23:00 (Proper Job Music Day). **Noted**

g) email from Bella Birch-Hurst, Natural Environment Team – DCC – awards nominations for Wild about Devon Initiative. **Noted**

h) email from a member of the parish requesting placing a banner above the Market House door to advertise Cancer Research UK.

Resolved: to support this request.

i) email from Cllr: Rachel Short about dangerous section of pathway in Chagford.

To do: Ruth Wright to contact Highways to explain concerns.

j) email from WDBC – Swimming pool Support Fund.

To Do: Cllr. Christine Malseed will investigate this funding further.

41.	ACCOUNTS FOR PAYMENT	(£)
a)	Mrs Sarah Curtis	725.35
b)	Ruth Wright	674.44
c)	Ruth Wright expenses	20.00
d)	DALC course attended by Jill Millar	36.00
e)	DD British Gas – closing account for Market House Office	124.49
f)	DD British Gas – closing account for Market House Toilets 1.06.23-20.06.23	66.00
g)	DD British Gas –Market House Toilets21.06.23-30.06.23	52.21
h)	Touchwood see saw deposit	2503.20
i)	All Seasons – work carried out on Jubilee Field and Cross Tree	1428.00
j)	DD Plusnet – broadband and calls	29.71
k)	HMRC PAYE tax – Sarah Curtis	201.93

The meeting closed at 9.15 p.m.

Date **Signed**

DRAFT