

**Minutes of the Regular Meeting of the Chagford Parish Council held at
Endecott House on Monday 11th March 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: The Clerk, Ruth Wright. Members of St Michael the Archangel Parochial Church Council. Three members of the public.

129. APOLOGIES FOR ABSENCE

Apologies were received from Cllr: Christine Malseed.

130. DECLARATIONS OF INTEREST

There were no declarations of Interest.

131. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 12th February 2024 were amended, confirmed, and signed as a true record, with the addition, in brackets, as follows:

117(a) Cllr. Mrs Gill Printy declared an interest in agenda item 6a and [6e]

132. MATTERS ARISING

a) Members of St Michael the Archangel Parochial Church Council met with Chagford Parish Council to propose a future relationship between St Michael the Archangel Church and Chagford Parish Council with respect to the maintenance of the Cross Tree driveway.

Cross Tree is the only wheelchair access to the church and is owned by the Parish Council. The current problem is the driveway is becoming very worn and muddy. Given those circumstances the Church Council proposed a mutually agreed process by which both parties could join together to maintain the land. **Resolved:** A working group will meet with members from both parties present, to discuss a mutually beneficial solution. Cllrs. Mrs Gay Hill and Belinda Hayter- Hames agrees to represent the Council. **Resolved:** This was proposed, seconded, and carried.

Members of St Michael the Archangel Parochial Church Council left the meeting.

b) Bellacouch Car Park update. (min. 69c, 81c, 93b, 106b, 119c).

The S106 monies will be transferred from CG Fry to Chagford Parish Council on Friday 15th March. The car park can then be opened.

Highway signs are ready for installation both outside Chagford Primary School and Ellis Drive/Turnpike Rd once the fencing has been removed.

The notice board is progressing well –the map is almost complete. Thank you to Visit Chagford Website for the use of selected photos.

Communication with National Grid for connection of electricity from the national grid to the cables is progressing.

The Parish Council has been in touch with Devon County Council about erecting footpath signs to Orchard Meadow and then onto the Church Path.

CG Fry has agreed to pay for this, but Chagford Parish Council will need to install. **Noted.**

The strip of land running alongside Bretteville Close and the carpark does not belong to Chagford Parish Council. The possible purchase of this land was discussed. **Resolved:** At this time Chagford Parish Council do not wish to pursue purchase but will ask the landowner to maintain the trees when needed at the landowners cost. If necessary, the Council will trim the trees overhanging the carpark. **Resolved:** The Chair will inform the current landowners of this decision. This was proposed, seconded, and carried.

c) Official opening of the carpark was discussed. **Resolved:** The carpark will open as soon as the Council have ownership. Initially the carpark will be free to park. Once the charging machine has been installed there will be an official opening. **Noted.**

d) Update on handyman/odd job person for various jobs around the parish. (min. Part 2 (b) November and December 2023, min.106d, 119d). A handyman has been found to complete the various jobs around Chagford. This will be an informal position based on the requirements at any one time. **Resolved:** This was proposed, seconded, and carried.

e) Update on the Annual Chagford Parish Assembly on Thursday 18th April at 7.30pm in Endecott House (min. 122b).

A slight change to the format of the evening was proposed.

There will be short presentations from:

- James McInnes (Devon County Council)
- Jane Elliott (West Devon Borough Council)
- Kevin Bishop (Dartmoor National Park)
- Peter Rich (Dartmoor National Park Ranger)
- Chagford Regenerative Farming Group
- Cllr. Jill Millar (Chair of Chagford Parish Council)

Followed by an open question forum.

Concluding with wine and cheese. **Resolved:** The new format was agreed.

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

- a)** Chagford Bowling Club: The Lawn, Mill Street, Chagford has applied for the Supply and for the Consumption of Alcohol on the premises from Monday to Saturdays 11:00 to 22:30 and on Sundays 12:00 to 22:30. **Noted.**
- b)** Proper Job are hosting a biodiversity day June 1st and would like to use the Jubilee Field from 10am to 2pm. **Resolved:** The use of Jubilee Field for this purpose was agreed.
- c)** Coach Park facilities as a result of Bellacouch Meadow estate were discussed. **Resolved:** The Chair will liaise with CG Fry and Devon County Council.

134. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

a) Ref: 0059/24

Location: Yellands Gorse, Chagford.

Proposal: Replacement dwelling and garage.

Resolved: The Council support this application in principal but note the size exceeds the permissible amount.

Withdrawal of Planning Application

b) Ref: 0540/23

Location: The Boot Room, 1a The Square, Chagford

Proposal: Change of use from holiday let use to full residential use and holiday let use

Decision: Withdrawn. **Noted.**

Works to Trees in Conservation area

c) Ref: 24/0006

Location: 1 The Acre, Chagford,

Proposal: T1. Fraxinus Excelsior/ European Ash dismantle/fell. This is the only large Ash tree on the property.

Decision: Withdrawn. **Noted.**

135. FINANCE REPORT

a) Developments in Unity bank account. (min.123a)

The Unity Bank account can now be opened. Money will be deposited into the 12-month access account with 5% interest. **Noted.**

b) Report from the Finance working group meeting.

The Scribe accounting package is working well. This enables the Responsible Financial Officer to reconcile accounts at the push of a button. **Noted.**

The next finance meeting will be a committee meeting. This will be at 7.30pm at Endecott House on 24th June and will be publicised in the same way as the general meetings. Members of the public are welcomed. The meeting outcomes will be displayed as minutes on the notice board. **Noted.**

The Clerk has kept a record of hours worked and is happy that the current allocated hours are more in line with the total hours worked. The commencement of the CiLCA should add approx. 6 hours a week, but it is expected that now the installation of the Scribe accounting package has been completed there should be some time for the CiLCA. The working group recommend that the Clerk receives the first annual increment from the 1st April 2024. **Resolved:** This was proposed, seconded, and carried.

The newly redrafted finance policy was accepted by the finance working group, with one small question over the handling of petty cash which needs further investigation. This will then be added to a future agenda for full council approval. Thanks to the finance group and the policy working group for spending time on this. **Noted.**

c) Update on internal auditor. Resolved: Jill Hicks has agreed to be internal auditor for this year.

d) Update on S106 payment. CG Fry have been invoiced for the sum of £5000.00 in order to transition the carpark from them to Chagford Parish Council. Noted.

e) Update on Nat West signatories. It was proposed that Cllrs. Stuart Wright, Andrew Parrott and Jill Millar be added as signatories on all three Nat West bank accounts. Resolved: This was proposed, seconded and carried.

f) Report on February finance. Cllr. Stuart Wright shared an example document outlining February Finances. Noted.

136. ENVIRONMENT REPORT

a) Jubilee Field Inspection Report – Cllr: Dhevdhas Nair

The sign and some fence panels at the entrance to skate park are loose. A nut is missing from the large tunnel. The four-seater bouncing play equipment will need some attention. **Noted.**

b) Public Convenience Inspection Report – Cllr: Dhevdhas Nair

The locks in both toilets need attention. **Resolved:** The Clerk will add to the handyman list. The hand dryer in the men's toilet is now working. **Noted.**

137. CLERKS/CHAIRMANS REPORT

a) New Parish Council Representative required for the Jubilee Hall Committee. **Resolved: Cllr. Mrs Gill Printy volunteered.**

b) Discussion regarding the use of initial allocation of S106 monies relating to the development by Blue Cedar Homes.

Resolved:

- The Clerk to circulate the deed of variation.
- The Chair to invite Dean Kinsella and Kevin Bishop (DNPA) to meet the Parish Council and The Chagford Community Trust.
- The Chair to invite Cllr. Mark Renders (Deputy Leader of West Devon Borough Council, with specific responsibility for Housing) to discuss social housing.

c) Update on the Clerk's CiLCA training – The Clerk has begun this course. Upon completion the Parish Council will be able to apply for Competent Council Status (all other aspects of the Council remaining the same). **Noted.**

138. REPORT FROM WDBC REPRESENTATIVE

a) Jane Elliott, Councillor for WDBC. Report circulated prior to meeting.

Resolved: the report will be displayed on the Parish Council noticeboard.

139. CORRESPONDENCE AND EMAILS

a) Email from Chagford Community and Memory Café to seek financial support for the purpose of a promotional flag sign. **Resolved: To donate £150 towards the cost. Proposed, seconded, carried.**

b) Email from Openreach to offer future payments being made by bank transfer rather than by cheque. **Resolved: To accept this offer.**

c) Temporary Prohibition of through traffic. From Monday 3rd June to Friday 7th June. Roads affected: The Square, Chagford (No. 8 to 20). Alternative route will be via the remaining section of the loop around The Square. **Noted.**

140. 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 – electricity to Ellis Drive Toilets. **Approved**

- d) Approval to pay Gid Wood Tree Services for tree maintenance Bretteville Close. **Approved**
- e) Approval to pay John Shears for lengthsman duties. **Approved**
- f) Approval to pay Source for Business – services to Market House. **Approved**
- g) Approval to replace ink cartridges in the Clerk’s printer. **Approved**
- h) Approval to reimburse Cllr. Andrew Parrott for the Microsoft 365 subscription. **Approved**
- i) Approval to pay Signway Signs for carpark signage from the highway. **Approved**
- j) Payment received for the lease from Chagford Recreational Trust. **Noted.**
- k) Payment received for the lease from Chagford Tennis Club. **Noted.**
- l) Payment of £5000 proposed prior to the transition in ownership of Bellacouch Car Park from CG Fry and Son Ltd to Chagford Parish Council. **Noted.**

141. ACCOUNTS FOR PAYMENT

£

a)	DD British Gas - electricity to Market House Toilets Feb 24	49.63
b)	DD British Gas - electricity to Market House Office Feb 24	10.34
c)	DD British Gas Lite - electricity to Ellis Drive Toilets Feb 24	19.52
d)	Gid Wood – Tree maintenance Bretteville Close	450.00
e)	John Shears for lengthsman duties	500.00
f)	Source for Business – services to Market House	139.45
g)	Ruth Wright – Clerk Salary	1077.29
h)	Ruth Wright – Clerk Expenses	20.00
i)	EE Ltd – Parish Council mobile phone March 24	21.60
j)	Cllr. Andrew Parrott reimbursement for Microsoft subscription	123.84
k)	Signway Signs for carpark signage from the highway	206.28
l)	Ruth Wright – reimbursement for Printer Ink	84.46

The meeting closed at 9.28pm.

Date **Signed**

DRAFT