

Minutes of the Annual Meeting of the Chagford Parish Council held via Video Conferencing “Zoom Us” on Monday 11th May 2020 commencing 7.30 p.m.

Present: Cllrs: Coombe, Mrs. Haxton, Mrs. Hill (Chairman), Mrs. Malseed, Parrott, Mrs. Phelps, Pope, Mrs. Printy, Ms Somme and Williams.

In attendance: The Clerk, Mrs. S. Curtis and Cllr: Nicky Heyworth, WDBC Ward Member.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations were requested for the nomination for the position of Chairman. Cllr: Mrs. Haxton proposed and Cllr: Parrott seconded the nomination of Cllr: Mrs. Gay Hill. There being no other nominations it was **agreed** unanimously that Cllr: Mrs. Gay Hill should be elected Chairman for the ensuing year.

2. ELECTION OF VICE CHAIRMAN FOR THE ENSUING YEAR

Cllr: Mrs. Hill took the Chair and asked for nominations for Vice-Chairman. Cllr: Williams proposed and Cllr: Parrott seconded the nomination of Cllr: Mrs. Margaret Haxton. There being no other nominations it was unanimously **agreed** that Cllr: Mrs. Margaret Haxton be Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Shears and Mrs. Stanbury.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllrs: Mrs. Hill (Chairman) and Mrs. Haxton (Vice-Chairman).

5. DECLARATIONS OF INTEREST

There were no interests to declare.

Councillors were reminded that they are responsible to ensure that their Register of Interests are up to date. Councillors need to inform the Clerk of any changes. **Noted.**

6. CONFIRMATION OF MINUTES

a) The Minutes of the Regular Meeting held on Monday 20th April 2020 were confirmed and signed as a true record.

7. APPOINTMENT OF WORKING GROUPS

Resolved: that the Membership of the 2019/20 Working Groups should be as follows:-

Finance – Cllrs: Coombe, Mrs. Malseed, Parrott and Shears

Planning – Cllrs: Parrott, Mrs. Printy, Ms Somme, Mrs. Stanbury, and Williams

Environment – Cllrs: Coombe, Mrs. Phelps, Mrs. Printy, Pope, Ms Somme and Mrs. Stanbury

General Purposes – Cllrs: Pope, Mrs. Malseed, Mrs. Phelps, Shears, and Williams

The Chairman and Vice-Chairman to serve as ex Officio on the above groups. Groups are advised to meet every three months or more often as necessary, each group should nominate the Chairperson.

8. APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES

Resolved: that the Council be represented on outside bodies for the ensuing year by the following persons:-

- I. **West Devon Eastern Links Committee** – Cllrs: Mrs. Hill (Chairman) and Cllr: Williams
- II. **Dartmoor National Park Communities Forum** – Cllrs: Mrs. Stanbury and Parrott (Cllr: Malseed and Pope interested in serving). **Resolved:** to ensure that there is always two representatives to attend the Forum.
- III. **Jubilee Hall Trustee** – Cllr: Mrs. Hill (Chairman) - Trustee, Cllr: Stanbury - Observer
- IV. **Chagford Recreational Trust** – Cllr: Mrs. Hill (Chairman)

9. APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES

- I. **Chagford Combined Charity** – Cllr: Coombe, Mr. Robert Sampson, Mr. Rod Webber
- II. **Friends of St. Michael's** – in abeyance
- III. **Providence School Charity** – Cllr: Mrs. Hill and Mr. Robert Sampson

10. VENUE AND SCHEDULE OF COUNCIL MEETING FOR 2020/21

- a) The proposed dates for the Regular Parish Council Meetings to be held in Endecott House at 7.30 p.m. are as follows:- 8th June, 13th July, 10th August, 14th September, 12th October, 9th November, 14th December 2020, 11th January, 8th February, 8th March, 12th April, 10th May 2021.
- b) The proposed dates for the Extraordinary Parish Council Meetings when Necessary are as follows:- 22nd June, 27th July, 24th August, 28th September, 26th October, 23rd November 2020, 25th January, 22nd February, 22nd March 2021.
- c) **2020 Annual Parish Assembly Meeting**
The date and venue for the Annual Parish Assembly Meeting in 2020 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 22nd April 2021.

11. MATTERS ARISING

a) Coronavirus – Covid-19 Update (Min: 196(b) refers)

Following the Prime Ministers Speech on Sunday 10th May 2020 there will be a lockdown exit plan. However, the plan was confusing and hopefully things will become clear in the next few days. **Noted.**

b) VJ Day (Min: 149(a) refers)

The Parish Council will go ahead with the planned Beacon on Meldon to celebrate VJ Day on 15th August 2020. If permitted due to the coronavirus the Parish Council will look into other celebrations. **Noted.**

c) Damaged Noticeboard outside the Birdcage

The Chairman reported the noticeboard outside the Birdcage was off it's hinges and was in need of repair. A volunteer was requested. **Resolved:** Cllr: Pope offered to help repair the noticeboard.

12. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

a) An email had been received from a resident of Chagford raising two points regarding the new development. Firstly, a light had been left on in an upstairs room 24 hours a day. Secondly, at the top of the steps from Bellacouch to Bretteville Close opposite numbers 14 and 15 there is no barrier that would stop children from running up the steps directly into traffic on the close. **Resolved:** to pass these concerns on to the Site Manager of CG Fry.

**13. GROUP/REPRESENTATIVES REPORTS
Planning Control Matters – Cllr: Parrott**

a) Ref: 0182/20 Stableyard, Chagford

Proposed: Change of use from office to private school D1

Resolved: to support the application, compliant with policies DMD1a DMD3, DMD8 and DMD 19. However, members are very concerned about the parking. As there is no parking on site members would like to see a condition stating that there shall be no parking on Rectory Lane to drop off or pick up children. The Chagford public car park should be used at all times particularly as it is free until 10.00hrs each day.

b) Ref: 0198/20 Portland House, 52 Mill Street, Chagford

Proposed: Addition of new door and porch plus two new windows (amended scheme). **Resolved:** to support the application, compliant with policy DMD24. It was noted that Members preferred the previous plans.

Grant of Conditional Planning Permission

c) Ref: 0117/20 Hope Cottage, Broomhill, Chagford

Proposed: Removal of garage and rear music room, creation of two single storey extension to the North West, creation of two storey extension to South East and replacement of dormer. Subject to conditions. **Noted.**

d) Ref: 0111/20 18 Turnlake Road, Chagford

Proposed: Single storey garden room incorporating small covered porch.
Subject to conditions. **Noted.**

14. FINANCIAL MATTERS

- a) Approval to pay WDBC for Recharge Local Elections 2019. **Resolved:** to approve payment.
- b) Chagford Parish Council has received the Small Business Grant of £10,000.00. **Noted.**
- c) Approval to pay J. Shears for Lengthmans Duties for December 2019. **Resolved:** to approve payment.
- d) Approval to pay J. Shears for Lengthmans Duties for January 2020. **Resolved:** to approve payment.
- e) Approval to pay J. Shears for Lengthmans Duties for February 2020. **Resolved:** to approve payment.
- f) Approval to pay J. Shears for Lengthmans Duties for March 2020. **Resolved:** to approve payment.
- g) Chagford Parish Council are in receipt of the VAT Return of £4,436.12. **Noted.**
- h) Chagford Parish Council are in receipt of Wayleaves of £26.40. **Noted.**

15. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Mrs. Hill

The play equipment in the Jubilee Field is in lockdown with the play equipment being taped up, however the field is still open. The grass will be cut this week. The Skate Park is still a challenge due to the tape being continually ripped down. There is also a lot of litter and empty and broken bottles around the Skate Park. **Noted.**

b) Public Convenience Inspection Report – Cllr: Mrs. Hill

The Public Conveniences are still locked due to the coronavirus. **Noted.**

c) Market House/Public Conveniences – way forward

The Chairman reported that the Market House is in need of some repair. The windows and fascia needs replacing and then painted. **Resolved:** to put tenders out for the replacement of windows, fascia boards and painting.

d) Cricket Field Fence (Min: 200(c) refers)

No progress has been made on the Cricket Field Fence. **Resolved:** Cllr: Williams will contact Martin Guscott.

e) Jubilee Field, Public Conveniences and Market House Rota

The rota was discussed regarding a Councillor responsible for the checking of the Jubilee Field, the Public Conveniences and the Bus Shelter in the Market House. **Resolved:** to present rota will stand, no changes were made.

f) Planting of Troughs

The Chairman suggested that Chagford should go ahead with the planting of the Troughs etc around the town. Angie Emberson is preparing the hanging baskets for the Market House, the planting of Cross Tree and some of the Troughs. Approval was sought to pay Angie Emberson and the people who plant the troughs around the town. **Resolved:** to approve payment.

16. CLERKS/CHAIRMANS REPORT

The Clerk reported that Jill Hicks had agreed to carry out the Internal Audit. **Noted.**

17. CORRESPONDENCE AND EMAILS

a) The next DNPA Development Management Committee will be held on 22nd May 2020 via Video Conferencing. **Noted.**

b) A letter had been received from DNPA regarding an update on the coronavirus 24th April 2020. The latest information about Dartmoor National Park can be found on the Web Site <http://www.dartmoor.gov.uk/about-us/how-we-work/cornoavirus-update>. **Noted.**

c) Temporary Prohibition of Pedestrian and Parking. Roads affected – Manor Road (road from Waye Cross to Parelly Hill), Chagford. From Monday 22nd June 2020 until Friday 26th June 2020. Traffic management required for safe access to underground structures to provide fibre optic cable. **Noted.**

d) Temporary Prohibition of Pedestrian and Parking. Roads affected – road from Yeo Farm to Waye Cross. Road from Southill Cross to Yeo Cross. Road from Batworthy Farm to Southill Cross, Chagford. From Monday 29th June 2020 until Friday 24th July 2020. **Noted.**

18. ACCOUNTS FOR PAYMENT

a)	o/l	Mrs. S. Curtis - Salary	631.69
b)	4526	HMRC – PAYE	157.80
c)	o/l	Mrs. S. Curtis – Expenses	20.00
d)	o/l	WDBC – Recharge Local Election 2019	95.50
e)	4527	J. Shears – Lengthsmans Duties Dec 2019, Jan 2020, Feb 2020, Mar 2020	1,120.00
f)	DD	BT Telephone and Broadband (May)	53.49

The Meeting Closed at 9.30 p.m.