

Minutes of the Regular Meeting of the Chagford Parish Council (CPC) held at Endecott House on Monday 11th November 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: Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Neil Smillie, Cllr: Stuart Wright.

In attendance: The Clerk, Ruth Wright, Jane Elliott, West Devon County Council

88. APOLOGIES FOR ABSENCE

a) Cllr: Rachel Short (family illness, approved).

89. DECLARATIONS OF INTEREST

a) Cllr. Jill Millar declared an interest in agenda item 6a.

90. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Meeting held on Monday 14th October 2024 were confirmed and signed as a true record.

91. MATTERS ARISING

- a) Padley Common Update. Update regarding works carried out and future costings. The working party on Wednesday 6th November was a success. Please see <https://youtu.be/CxFxuXnmgbQ?si=0l45wAIVTDMmYemu> for more details. There will be more working party days in the future, please see the Chagford Parish Council website for details. Paul Seymour from Exeter Biodiversity records carried out a biodiversity report which has been circulated (and is available on the CPC website). He discovered a very impressive variety of plants and his recommendation is that Padley Common becomes a county wildlife site. **Noted.**
- b) Grant application for the noticeboard at the entrance to Jubilee Field. It was agreed the main notice board needs a new insert rather than a whole new board, which would enable the grant being applied for to purchase a new sign for both the skateboard park and the playground. **Resolved** The Clerk and Cllr. Christine Malseed will communicate over style and quotes for the work.
- c) Update on becoming VAT registered. Approval sought to apply to become VAT registered from December 1st 2024. This was approved. **Noted.**
- d) Update on Bellacouch Carpark. We are still awaiting the installation of a smart meter from British Gas. Once this is installed payment for the carpark will become operational. **Noted.**

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

a) The Christmas late night shopping event will take place on the 10th December, from 5pm to 7.30pm. The Council are grateful to the volunteers working to enable this event to take place. **Resolved:** The Council are happy to support the erection of a marquee on the disabled bays as long as permission has been sought and a prohibition of traffic notice has been served from Devon Highways. The Council is happy for any PAT tested appliances to be plugged into the Market House electricity supply. The Council is happy for the marquee (if needed) to be stored in the Market House overnight on the 10th December.

b) Some concern from local businesses that the major gas works, beginning in November 2024, will disrupt trade at Christmas. **Resolved:** An email contact will be supplied by the Clerk to Wales and West Utilities in order to liaise over

planned works. Currently, only Manor Drive is proposed to be affected before Christmas, details are posted on Chagford Parish Council website.

93. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

Full Planning Applications:

- a) **Ref: 0421/24** Quintatown, Chagford
Proposed: Single story extension and replacement porch. **Resolved:** To support this application.
- b) **Ref: 0418/24** 57-63 New Street, Chagford
Proposed: Replacement timber windows and doors with UPVC. **Resolved:** To support this application.
- c) **Ref: 0405/24** Trelanvean, Chagford
Proposed: Erection of single-story rear extension and hardscaping to rear garden.
Resolved: To support this application.

Exemption works to tree/s in a Conservation Area

d) **Ref:** Chagford Bowling Club, Chagford.

Proposed: T1-Ash- Fell. **Noted**

Appeal under Section 78

e) **Ref: 0192/24** West Corndon Farm, Chagford

Proposed: Agricultural Building. **Noted**

94. CLERKS/CHAIRMAN'S REPORT

a) Grass cutting and grounds maintenance tender. (Discussed after item 4d as one councillor had to leave at 8.15pm). The proposed tender includes all areas requiring maintenance in Chagford. This includes Jubilee Park, Cross Tree, the areas of Bellacouch allocated to CPC, Crossways Bank, Manor Road verge, Lamb Park verge. The views of Bellacouch residents were relayed by Cllr. Dhev Nair. The main concerns from the Parish Council is that the tender requirements are manageable, affordable and take into account views from parishioners where possible. Other concerns included safety aspects arising from the growth of water dropwort and water safety, plus an increasing amount of dog waste in public places. **Resolved:** Members of the Council will meet at Bellacouch to fully understand the geography. An explanation of the tender requirements will be made available to the Bellacouch residents so the expectations can be communicated clearly.

Resolved: The tender submitted was approved, with the following changes: Bellacouch – the grass to be cut 4 times (May, June, July, September). Leat banks to be cut and water dropwort removed annually. Chagford Parish Council reserve the right to amend the contract, in communication with the successful contractor in March 2026.

b) Local Government Association agreement on rates of pay. New rates of pay were proposed and approved. **Noted.**

c) Reclaiming VAT on items purchased by members of the Council will no longer be possible once the Council is VAT registered. Approval to apply for a debit card to be used by the Clerk (subject to CPC Financial Regulations April 2024 6.16). **Resolved:** This was proposed, seconded and approved.

d) Lloyds Business Banking are changing CPC account to a Community Account. This incurs a new account charge of £4.25 a month. **Resolved:** Given the

complexities of changing bank accounts and the direction of travel for all banks, acceptance of the charge was proposed, seconded and approved.

e) Equality Policy for Approval. **Resolved:** With minor amendments (being the removal of those aspects affecting only large public bodies), the acceptance of this policy was proposed, seconded and approved.

f) Update on work carried out and to be carried out by the handyman. **Resolved:** The Council approved the outstanding work, mostly in the Jubilee Park and Cross Tree to be carried out by the handyman. Works outstanding that have been allocated to others are in the pipeline.

g) Christmas trees for the Market House. 8 trees at £12.50 each are required for the brackets on the Market House. **Resolved:** The purchase of these was approved. The trees will be mounted on 1st Dec at 11am.

95. FINANCE REPORT

a) Nat West Bank statements have been requested to run in line with reconciliation dates and will now run from the beginning to the end of each month. **Noted.**

b) With approval of the October minutes Cllr. Christine Malseed will be added as a signatory to Unity Bank. The Clerk will be added as read only access to the three Nat West banks accounts. **Noted.**

96. ENVIRONMENT REPORT

a) Jubilee Field Inspection Report – **Cllr: Lark Ash-Matthews.** Thanks were made to Proper Job for the organisation of the recent litter pick as this really helped keep the park tidy. Disappointingly there was evidence of smashed beer bottles in the play park. Some of the jobs noted through the month have already been fixed by the handy man and thanks were extended for this. **Noted.**

b) Public Convenience Inspection Report – **Cllr: Lark Ash-Matthews.** The loos seemed to be in better condition of cleanliness this month and it is hoped this can be continued. There is some concern that the deep clean doesn't seem to be very deep. **Noted.**

97. REPORT FROM WDBC REPRESENTATIVE

This report took place after agenda item 3a as Cllr. Elliott had to leave the meeting early.

a) The timeliness of registering the car park with West Devon Borough Council was raised at the last meeting. Jane did investigate and it does indeed take the amount of time stated, as there is need for formality to complete this legal right. **Noted**

b) The household support fund will continue for another 18 months. £5million will be distributed to Devon County with £153k of this to WDBC. This is to enable those with an emergency request to apply for a small sum (£200 to £300). Also, those with a specific need (for example, pensioners just below the winter fuel allowance threshold) may apply. These funds can be accessed via the WDBC website. **Noted**

c) The national policy for combined devolution authorities is now being changed by the new administration. In the present plans Devon will no longer be accepted as it is deemed too small. **Noted**

98. ANY OTHER REPORTS

a) Report from the National Parks Forum – Cllr. Mrs Gay Hill. The forum provided an update on Cut Hill Cist that has been found. Also, a talk from Dartmoor Preservation Society. **Noted.**

99. CORRESPONDENCE AND EMAILS

a) There are multiple road closures in the near future, please see CPC website for any changes to original plans or updates. **Noted.**

b) Email from Devon Highways – temporary prohibition of through traffic on Monday 17th February only for replacement of telegraph pole to restore customer service. Road past Higher Stiniel, Chagford. For additional information call 02033077869 Ref: TTRO2459407. **Noted.**

c) Email from Dartmoor National Park Authority requesting input from the Council regarding a Local Cycle and Walking infrastructure Plan. They are asking for suggestions about where to cycle paths should be built. **Noted.**

100. FINANCIAL MATTERS

a) Approval to pay Source for Business – no payment required for November as funds are in credit. **Noted.**

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

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

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

e) Approval to pay DALC for attendance of two Councillors at the DALC AGM and conference. **Approved.**

f) Approval to pay the lengthsman for services to signs and drains. **Approved.**

g) Approval to pay the handyman for services to the notice board, Market House and toilets. **Approved.**

h) Approval to pay EE Ltd for the CPC mobile phone. **Approved.**

i) Approval to pay WDBC for cleaning costs and wallgating services – Market House toilets. **Approved.**

j) Approval to pay CB Trees for the clearance of the upper part of Bellacouch leat. **Approved.**

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

101. Receipts:

a) S106 payment CG Fry £10,000.00. **Noted.**

b) Lease from Chagford Cricket Club £1.00. **Noted.**

Transfer

c) £10,000.00 from Nat West Current Account to Lloyds Business Account. **Noted.**

102. ACCOUNTS FOR PAYMENT

£

a)	Handyman – services to Market House and toilets	352.50
b)	British Gas Lite – electricity to Ellis Drive Toilets	16.50
c)	British Gas – electricity to Market House Toilets	58.91
d)	British Gas – electricity to Market House Office	17.24
e)	EE LTD – Parish Council mobile phone	23.30
f)	Lengthsman for services to signs and drains	420.00

g)	WDBC – cleaning costs and wallgating services	4681.40
h)	Ruth Wright – Clerk’s Salary	1091.55
i)	Ruth Wright – Clerk’s expenses	20.00
j)	DALC for attendance of two Councillors at the DALC AGM and conference	120.00
k)	CB Trees for the clearance of the upper part of Bellacouch leat	3300.00
l)	All Seasons for works to Jubilee Field and Cross Tree	588.00

The meeting closed at 8.46 pm.

Date **Signed**

**AT THE CLOSE OF THE MEETING THERE WAS
AN OPEN FIELD TRUSTEES MEETING**

The Trustees walked the open fields on the 3rd November. All fields were in the same condition as when the fields were opened.

DRAFT