

Minutes of the Regular Meeting of the Chagford Parish Council held at Endecott House on Monday 12th February 2024 commencing at 7.30 p.m.

Present: Cllrs. Lark Ash-Matthews, Frances Everson, Belinda Hayter-Hames, Mrs Gay Hill, Christine Malseed, Jill Millar (Chair), Dhevthas Nair, Andrew Parrott, Mrs Gill Printy, Rachel Short, Neil Smilie, Stuart Wright.

In attendance: Cllr. Jane Elliott, representing West Devon Borough Council, Ruth Wright (Clerk), 3 members of the public.

116. APOLOGIES

There were no apologies.

117. DECLARATIONS OF INTEREST

a) Cllr: Mrs Gill Printy declared an interest in agenda item 6a and 6b

118. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 8th January 2024 were confirmed and signed as a true record.**Error! Bookmark not defined.**

119. MATTERS ARISING

a) Offer of native tree saplings for any spare ground owned by Chagford Parish Council. Also, the offer of help with tree planting in collaboration with the Parish Council. Claire Ash-Wheeler and Ralph Mackridge both have tree nurseries, with species including hazel, alders, holly, maple, birch saplings. Offering them for free to anyone who is interested. Chagford Parish Council will take this into account each Spring.

Resolved: Cllr. Jill Millar will add to our next newsletter, the Clerk will add to the Parish Council Facebook page.

Two members of the public left.

b) Skills outline:

Cllr. Mrs Gill Printy – has lived and worked overseas so a rounded view of life, Gill has worked in hospitality and as a secondary school teacher for a while. She is good at problem solving, she is a good organiser and good listener.

Cllr. Belinda Hayter-Hames. Born and brought up in Chagford, her family were instrumental in bringing a drainage system, water supply and electricity to Chagford in the 1890's. Belinda's professional skills revolve around land and farming. Professionally she became a landscape architect and ran a garden design business. Latterly she turned her hand to poultry farming. She has a keen interest in climate matters including renewable energy and heating efficiency. She lets homes and business spaces locally.

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

The carpark is very close to opening. Searches must be completed before we are ready to open.

Once the Council get handover, we will publicise this via the notice board and the Chagford Parish Council website. The car park will be free for a limited period, until the payment machine is installed.

The following aspects still need attention but will not hold up the opening of the carpark:

The payment machine is on order.

The signposting to the carpark has been ordered and will be here in 2 weeks.
The information board in the carpark will be paid for by CG Fry, Sarah Nunan is designing the map. The Council have been supplied with information to add to this notice board but are considering more detailed information to add.

Resolved: Cllr. Jill Millar will supply Councillors with the existing version and will take comments over the next week.

There was discussion about signage for walking from the carpark into Chagford.

Resolved: Cllr. Jill Millar will ask CG Fry and then highways if they will provide signs.

EV charging points: a company has visited the car park to check the feasibility for installation – there is ducting for an electric cable but it needs to be connected to the electricity hub by the National Grid. There was debate about the installation of solar panels to help reduce costs. There may be grants for EV charging points available from Devon County Council, but these won't be available until 2025. **Noted**

The strip of land between the carpark and Bretteville Close:

The trees and shrubs have now been tidied/removed. The Parish Council are considering purchasing this piece of land (for £1.00 plus the legal costs for transfer) and enquires with the current owner are underway. This consideration was proposed, seconded, and carried with 3 abstentions. **Noted**

The position of one parking space on Ellis Drive was discussed as lorries are forced to mount the kerb when this space is occupied. Highways have been approached but don't consider this an issue.

Resolved: Cllr. Dhevahas Nair will supply Highways with photographs.

d) There is a need to secure a handyman/odd job person for various jobs around the parish. (min. Part 2 (b) November and December 2023, 106d). We have been unable to fill this tender as many local handypeople don't have public liability insurance. There is however a growing list of jobs to be completed.

Resolved: all councillors to have a think of anyone they may know.

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

a) A list of available grants for different projects has been circulated by Karen Dent, Sport and Community Development Officer, South Hams.

Resolved: Links to these grants will be publicised on Chagford Parish Council website and Facebook page.

121. PLANNING REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation

a) Ref: 0008/24, Furzebeam, Broomhill, Chagford,

Proposed: Two single storey rear extensions with pitched roofs, two hip to gable roof extensions, one new gable, a new dormer and a new attached garage.

Resolved: to support this application.

b) Ref: 0019/24, Brock Park, Chagford,

Proposed: Demolition of existing dwelling, ancillary annex and outbuilding and erection of replacement dwelling and storage outbuilding, conversion of existing garage to bat house, refurbishment of existing barn, installation of ground mounted solar PV array,

improvements to existing vehicular access, closing of existing secondary vehicular access and associated new tree planting and landscaping.

Resolved: to support this application.

c) Ref: 0032/24, Little Laskeys, Chagford

Proposed: Two storey side extension with balcony and carport.

Resolved: to support this application.

d) Ref: 0044/24, West Corndon, Chagford

Proposed: Extension to dwelling.

Resolved: Chagford Parish Council do not support this application as it is felt the proposed extension is out of keeping with the existing dwelling.

e) Ref: 0045/25, 6 Turnlake Road, Chagford

Proposed: Erection of carport, greenhouse and garden office/gym.

Resolved: Chagford Parish Council support this application with the proviso that the cladding on the proposed East Elevation is natural timber, in keeping with the existing building.

Notice to carry out works to trees

f) Ref: 24/0006 1 The Acre, Chagford

Proposed: Schedule of Works: T1. Fraxinus Excelsior/ European Ash dismantle/fell. This is the only large Ash tree on the property. **Noted.**

Grant of Conditional Planning Permission

g) Ref: 0495/23, 3 Woodcote Close, Chagford,

Proposed: Erection of patio shelter and installation of flue and roof mounted solar photovoltaics. **Noted.**

h) Ref: 0505/23 20 Ellis Drive, Chagford,

Proposed: Installation of solar panels on rear garage roof (8 panels) and rear house roof (5 panels). **Noted.**

122. CLERK'S/CHAIR'S REPORT

a) Tender for fencing work in and around Jubilee Field. Extenuating circumstances have resulted in the fencing, gate posts and gate requiring urgent attention in recent months. These have now been completed.

Resolved: to put the next fencing job out to tender.

b) The Annual Chagford Parish Assembly will take place on Thursday 18th April at 7.30pm in Endacott House,

Resolved: The Clerk will invite James McInnes from Devon County Council, Jane Elliott from West Devon County Council and Kevin Bishop from Dartmoor National Park.

c) Feedback about the consultation evening regarding the proposed new development on Lamb Park.

Resolved: Chagford Parish Council will wait for outline planning permission before commenting further.

123. FINANCE REPORT

a) Developments in Unity bank account – Cllr. Stuart Wright.

Resolved: Money will be deposited into the 12-month access account with 5% interest. Proposed by Cllr. Stuart Wright, seconded by Cllr. Rachel Short, carried unanimously.

b) Breakdown of finances for January 2024 - Cllr. Stuart Wright. **Noted.**

c) Decision over internal auditor for financial year 2023/24.

Resolved: The Clerk to contact Jill Hicks, the internal auditor for 2022/23 to enquire if she is available for this financial year.

124. ENVIRONMENT REPORT

a) Jubilee Field Inspection Report – **Cllr. Belinda Hayter - Hames.**

The netball post is loose and needs securing. **Noted.**

Where the track leads to the allotments there is a fallen tree – needs clearing. **Noted.**

The new fencing and gate post looks good. **Noted**

b) Public Convenience Inspection Report – **Cllr. Belinda Hayter - Hames.**

Male toilets have not had the usual standard of cleanliness. The hand dryer is also not working.

Resolved: The Clerk to inform WDBC about both issues.

In both the Ladies and Gents toilet the door handles need fixing.

Resolved: To add to the handyman list.

125. ANY OTHER REPORTS

a) Report from WDBC representative – Cllr. Jane Elliott. Consultation about devolution deal starts on February 7th, 2024. This is a good opportunity for Chagford Parish to engage with what this means and different ways of joining together. **Noted.**

Nominations for the annual mayoral awards deadline is the 29th February.

Resolved: The Council will nominate a member of the community for the Mayoral Award.

The energy saving coffee morning was a great success. **Noted.**

b) The working group for the organisation of D-Day celebration met. Chagford Parish Council has applied officially to have a beacon at the top of Meldon Hill. This will be at 9.15pm on 6th June. There will be a proclamation. Cllr. Stuart Wright is also co-ordinating other interested groups in Chagford such as the Recreation Trust. He is discussing possible activities such as the chiming of the church bells, children dressed in WW1 outfits and also an event in Endecott House for anyone choosing/unable to get to the top of the Meldon Hill. **Noted.**

c) Report from the working group on CPC Policies. The Policies Group met to amend the policies for:

Code of Conduct
Publication Scheme
Privacy notice
Risk Management
Asset Register

Policies still requiring an update are:

Financial Regulations
Equality and Diversity
Contracts of Employment
Health and Safety
Accessibility
Lone working policy
Standing Orders

Resolved: These will be amended by the working group and gradually presented to full Council for approval in the new financial year.

- d) Report from Cllr. Lark Ash-Matthews and The Clerk on CPC Social Media presence. The Parish Council now have a new Facebook page. Please find us at 'Chagford Parish Council'. We will shortly be announcing a competition, via Facebook, for residents to design a logo for the Parish Council. This will also be on the Parish Council website.
Noted.

126. CORRESPONDENCE AND EMAILS

- a) Management of Cross Tree. Members of the Parochial Church Council have asked to attend the March meeting to discuss.
Resolved: To invite them to the next meeting.
- b) The carnival committee has been disbanded but have some funds remaining and would like to donate a recycled picnic table for the Jubilee Field.
Resolved: To gratefully accept this offer. Cllr. Jill Millar will liaise to ensure the picnic table matches those already present.
- c) Email from a member of the parish to request permission to use the Jubilee Field for a fund-raiser to raise money for Chagford Primary School.
Resolved: To allow permission for the use of the Jubilee Field, subject to adequate insurance being in place.
- d) Quote received from WDBC to clean the Ellis Drive toilets (once opened). The quote for cleaning the toilets twice a day in the summer is £11778.40. The quote for cleaning the toilets once a day all year round is £8236.20. An additional charge for deep cleaning, if required is £414.40.
Resolved: To accept the quote for once a day cleaning all year round. To confirm whether this sum includes the cost of maintaining and servicing the wallgates.

127. FINANCIAL MATTERS

- a) Approval to pay British Gas – electricity to Market House Toilets Jan 2024. **Approved.**
- b) Approval to pay British Gas – electricity to Market House Toilets Feb 2024. **Approved.**
- c) Approval to pay British Gas – electricity to Market House Office Feb 2024. **Approved.**
- d) Approval to pay British Gas – electricity to Ellis Drive Toilets Jan 2024. **Approved.**
- e) Approval to pay John Shears for lengthsmen work. **Approved.**
- f) Approval to pay Parish OnLine – annual subscription to Digital Mapping. **Approved.**
- g) Approval to pay Source for Business – services to Market House. **Approved.**
- h) Approval to pay NALC – online training in social media delivery for the Clerk. **Approved.**
- i) Approval to pay Heartbeat Trust UK for replacement adult and paediatric pads.
Approved.
- j) Approval to pay C.B.Trees for new fence installation, repairs to existing posts and post replacement – Jubilee Field. **Approved.**
- k) Approval to pay HMRC PAYE for Clerk's salary and back pay. **Approved.**
- l) Approval to pay CPC mobile phone rental -Feb 2024. **Approved.**

128. ACCOUNTS FOR PAYMENT

	£	
a)	DD British Gas - electricity to Market House Toilets Jan 2024	60.79
b)	DD British Gas - electricity to Market House Toilets Feb 2024	49.63
c)	DD British Gas - electricity to Market House Office Feb 2024	25.86
d)	DD British Gas - electricity to Ellis Drive Toilets Jan 2024	16.41

e)	John Shears – lengthsman work	450.00
f)	Geosphere Ltd – Parish OnLine digital mapping	120.00
g)	Source for Business – services to Market House	144.73
h)	NALC – online training in Social Media	39.22
i)	Heartbeat Trust UK – defib pads	255.00
j)	C.B. Trees – work in Jubilee Field	6432.00
k)	HM Revenue and Customs	224.79
l)	Mrs R. Wright – Clerk’s salary	1077.29
m)	Mrs R. Wright – Clerk’s expenses	20.00
n)	HM Revenue and Customs – January 2024	8.20
o)	Proper Job – Contribution to bird box making	50.00
p)	CPC mobile phone invoice	21.60

The meeting closed at 21.27

DRAFT