

DRAFT MINUTES

The Annual Meeting of the Chagford Parish Council

held at Endecott House on Monday, May 12th 2008 commencing at 7.30pm.

Present: Cllrs Bleakman (Chairman); Coombe; Davies; Geering; Mrs Haxton; Mrs Hill; Jeffreys; Mrs Milton; Parrott; Perryman; Sampson; Ms Thorn; Mrs Hilary Drew JP; Mr. P. Clifford until Min 13b.

In Attendance the Clerk Mrs Stone

Mrs Hilary Drew, representing Central Devon Bench was welcomed by the Chairman.

Mrs Drew apologised on behalf of Mrs Midgley who could not be present as she has been appointed Mayor of Okehampton and was needed at an appointment in Okehampton.

She gave a most interesting address relating to the origins of the Magistracy dating back to its inception during the reign of Richard 1st in 1195 when they were referred to as Keepers of the Peace until the reign of Edward III when they became Justices of the Peace.

It was explained that persons up to the age of 60 could apply to become Magistrates on a purely voluntary basis. If selected they would receive training and regular assessment.

Interestingly, after reorganisation of the previous court system it is now recognised that local court availability is preferable and a move is in place to reverse the previous decision.

The Chairman thanked Mrs Drew for her contribution to the Council's understanding of the due process of the law.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations for Chairman were sought for the ensuing year. Cllr Bleakman was proposed by Cllr Sampson, seconded by Cllr Jeffreys and appointed unanimously. The Chairman signed the Declaration of Office.

2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

There were three nominations for the post of Vice-Chairman and following a majority vote, Cllr Mrs Hill, proposed by Cllr Sampson, seconded by Cllr Coombe was duly elected and welcomed to the post by the Chairman.

The Chairman expressed his appreciation of Cllr Perryman's support whilst in the office of Vice-Chairman

The Vice-Chairman signed the Declaration of Acceptance of Office.

3. DECLARATION OF INTEREST

Cllr Geering declared an interest in Min 13b

Cllr Parrott declared an interest in Min 13b

Cllr Sampson declared an interest in Mins 13b; 13d

4. CONFIRMATION OF THE MINUTES

The Minutes of the Regular Meeting held on 14th April 2008 were signed as a true record.

5. TO DETERMINE NUMBER, SIZE & MEMBERSHIP & RESPONSIBILITIES OF SUB GROUPS OF THE COUNCIL

Resolved that Membership of the 2008/09 sub Groups should be as follows:-

Finance Cllrs Davies; Jeffreys; Parrott; Perryman and Ms Thorn

It was further resolved that any future requests for financial assistance should be referred direct to the Finance Group by the Clerk for recommendations to the next full meeting of the Council.

Planning Group Cllr Davies; Geering; Mrs Haxton; Mrs Milton; Jeffreys and Parrott.

Environment Group Cllrs Coombe; Davies; Geering; Mrs Milton and Ms Thorn

Policy & General Purposes Group

Emergency Self Help Group Cllrs Coombe; Mrs Milton and Cllr Sampson.

The Chairman and Vice-Chairman to serve as ex Officio on the above Groups.

Resolved: The Chairman, Vice-Chairman and the Clerk to serve on a Policy & General Purposes Group to clarify subjects for full consideration by the Council. Additional councillors would be invited to join the Group for specific subjects

6. APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES

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

Dartmoor National Park Communities Forum – Cllrs Davies; Parrott

Jubilee Hall Committee – Cllrs Bleakman; Sampson

Chagford Recreational Trust – Cllr Bleakman

West Devon Eastern Links Committee - 1 voting others may attend and speak

Cllrs Mrs Hill; Ms Thorn

Okehampton Area Committee (DAPC) – Cllrs Mrs Hill and Sampson.

Previously, representatives have not received notice of meetings on a regular basis.

The Clerk has been requested to make enquiries.

Police Liaison - Cllr Mrs Haxton

Chagford Youth Group Liaison – Cllrs Coombe and Mrs Haxton

Turn Lake Leat Committee – Cllrs Bleakman Mrs Milton and Sampson.

Chagford Education & Leisure Trust (CELT) – Cllr Bleakman

Parish Tree Warden – Mr. Palmer.

The Council expressed the wish to invite Mr. Palmer to a Council meeting to give an appraisal of his work in this field.

Parish Arts Co-ordinator – Mrs T. Thomas.

7. VENUE & SCHEDULE OF COUNCIL MEETINGS

a) **Resolved** that regular meetings be held in Endecott House on May 12th, June 9th, July 14th, August 11th, September 8th, October 13th, November 10th, December 8th, January 12th 2009; February 9th; March 9th; April 13th.

b) **Resolved** that the following dates be reserved for extraordinary meetings when necessary: May 29th, June 23rd, July 28th, August 28th September 22nd, October 27th, November 24th, December 22nd, January 26th 2009; February 23rd 2009; March 23rd; April 27th.

MATTERS ARISING FROM THE MINUTES

8 Annual Parish Assembly

The Annual Parish Assembly Meeting held on 17th April 2008 was reported by Cllr Bleakman as having a smaller attendance than last year. It was suggested that although the meeting is advertised on the Parish Notice Boards; the internet and the Bulletin a wider audience might be achieved by displaying more notices around the Town, possibly on shop premises. Questions were raised concerning

1. the Dartmoor Railway;

2. the need for a more detailed finance report, and
3. concern at the low clear up rate (30%) by the Police.

Resolved: i) To obtain more information re the status of the Dartmoor Railway from the West Devon Borough Council; ii) The Finance Committee to review the report for next year; iii) The Community Officer, Devon & Cornwall Constabulary be invited to attend a Council Meeting to discuss crime rate.

9 Unauthorised Signs (Min 394 refers)

A copy letter received from the Enforcement Officer DNPA confirmed proposals to remove the unauthorised sign at the Courtyard if the proprietors failed to do so. Since receiving the letter, the sign has been removed. **Noted:**

10 Beating the Bounds

Cllr Perryman gave a report on the Beating the Bounds walk that took place on 4th May 2008. It was a successful and enjoyable event in which 6 Councillors and their families took part. The youngest participant to complete the course being Luke Coombe and the eldest, Martin Stone. Representatives of Drewsteignton Parish met the walkers at Sands Gate. Much appreciated was the coffee and biscuits provided by Mrs Davies at Great Tree; refreshments provided by Mrs Hill at various refreshment stops; Mrs Lemieux for enlightening the group about the efforts of the Lettaford Trust. Cllr Perryman was thanked for leading the walk and was requested to write an appraisal of the event for the Okehampton Times. **Noted:**

11 Street Lighting

Following the decision to reduce the environmental impact of unnecessary street lighting, the Clerk ascertained from the lighting Authority that they are carrying out a programme of reducing the output of all lighting but this will take a considerable time to achieve. The lights could be left on from dusk to midnight and it would be necessary to obtain majority approval before the hours could be altered. Where a reduction of street lighting has been introduced, burglaries have often increased.

Resolved: The Environment Group to investigate and forward recommendations to the Council.

12 Tinner's Fair – 3rd May 2008

The Tinner's Fair proved to be a very successful event enjoyed by everyone. The general view of the organising group was that the event should be repeated every other year, alternating with the Arts Festival. Estimates suggest an overall profit of well over £4000. Expressions of thanks were conveyed to the Council for the support given and by the Royal British Legion for permission to use the Cross Tree Site.

Resolved: The Clerk to applaud the Organisers of the Fair for the success of the venture.

URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

13 Parish Council Website

It was reported that it has been difficult to access the Minutes recorded on the website because the site had been fragmented. Cllr Parrott's attention had been drawn to this and the problem has been corrected. **Noted:**

Resolved: A copy of the Agenda would also be posted simultaneous with it being posted on the Parish Notice Board

COMMITTEE/REPRESENTATIVES REPORTS

PLANNING INSPECTION GROUP

13 Development Control Planning Applications

Cllr Bleakman reported the recommendations of the Planning Inspection Group Meeting held on 9th May 2008 and attended by Cllrs Bleakman (Chairman); Mrs Haxton; Cllrs Jeffreys and Parrott.

a) **0257/08 Westcott Park, Adley Lane, Chagford**

Proposed two storey extension and construction of a new garage

Resolved: The Council is supportive of this application. It considers that for a very small increase in the footprint of the dwelling, the proposed extension provides for a much improved living space whilst simplifying and enhancing the external existing building elevations. The Council is of the opinion that both the changes to the dwelling and enlarged garage are sympathetic with the original building and satisfy the requirements of DNPA Policy GP2

Cllr Parrott declared an interest in this application, was not present during the site visit, and left the building during the discussion.

Cllrs Geering and Sampson declared an interest in the following item and left the building during the discussion.

b) **0270/08 Higher Justments, Thorn, Chagford**

Proposed erection of garage and store

Resolved: The Council objects to this application. The Council felt that the change of orientation of the garage, compared with previous applications was an improvement. However, it is still of the opinion that the height of the proposed construction, located on the elevated land close to the road and Tower Cottage, and the materials proposed for the east and south elevations are such that the proposed development is:-

- i) not sympathetic in scale and layout to the character of the site and its surroundings, and
- ii) the choice of wall and roof materials are not appropriate to the general vista and as such contravene the DNPA Policy GP2.

c) **0294/08 Westcott House, Chagford**

Proposed rear extension to existing house to provide single bedroom and sitting room

Resolved: The Council is supportive of this application. Although the proposed extension is large, it is its' opinion that it is sympathetic in scale and design with the existing building and significantly enhances the practical use of the existing space. As such, it satisfies the conditions of DNPA Policies GP2 & HS9

Cllr Sampson declared an interest in the following application and left the building during the discussion

d) **0300/08 Land near Yellands, Chagford**

Proposed erection of a timber agricultural building (9.3m x 5m) for equipment and sheep.

Resolved: The Council has no objection to the principal of this application. In making this decision, the Council has not investigated the extent of the agricultural need.

e) **0295/08 Post House Inn, Whiddon Down.**

Proposed change of use from public house to dwelling.

This matter was brought to the attention of the Council by the Drewsteignton Parish Council with a request that support be given for the refusal of this application on the grounds that it would not benefit tourism in this area.

Resolved: A letter of objection be forward to the enforcement Officer drawing attention to the further deterioration of facilities within this Community, contrary to the interest of tourism.

14 **Grant of Conditional Planning Permission**

0134/08 3, The Old School, New Street, Chagford Noted:

Proposed roof terrace above existing outbuilding and erection of granite access stair.

15 Refusal of Planning Permission Noted

0135/08 3, The Old School, New Street, Chagford

Proposed alterations to existing dwelling and erection of fire escape.

16 Appeal Against Refusal of Planning Permission

0682/07 Sandy Park Inn, Chagford

A letter forwarded in connection with the above appeal was discussed in length and the concerns shared with the Drewsteignton Parish Council were reaffirmed.

Resolved: The Council's previous objection to the application be strengthened and conveyed to the Authority with a copy being forwarded to the Drewsteignton Parish Council.

17 DNP Local Development Framework:

Core Strategy Development Plan Document – Adopted Version

The DNP adopted the *Core Strategy Development Plan Document* on 4th April 2008. It will be brought into operation after 9th June 2008 and copies of the document will be forwarded in due course. **Noted:**

18 DNP Forum

The next meeting of the Forum will take place on 23rd May 2008. **Noted:**

19 Village Design Group

Cllr Parrott reported that a positive feedback had been obtained from a DNP meeting. The draft Village Design Statement would be distributed to Councillors in early June for discussion at an informal meeting on 23rd June 2008. **Noted:**

20 Jubilee Hall Trustees

Cllr Sampson informed the meeting that plans were in place for short term improvements at the Jubilee Hall i.e. modest renovation and decoration and in the long term, enhancement of the hall for a period of up to 10 years. He was also pleased to announce the appointment to the Trustees of Cllr Perryman, representing the Young Farmers. **Noted:**

FINANCE GROUP

20 Financial Group Report

a) A Finance Meeting held on 6th May 2008 made the following recommendations:-

- i) the Clerk's allowance for the cost of electricity and the computer be increased to £20 per month.
- ii) A saving in the region of £200 per annum can be saved by combining Tiscali's provision of broadband with line rental to include free telephone calls.
- iii) the current maintenance contract for the photocopier be continued pending a further assessment for leasing a machine.
- iv) Allianz Cornhill's insurance premium of £1,347.16 be approved for payment until such time as future needs are assessed.
- v) Subscription to the DAPC and Playing Fields Association be renewed limiting magazines to 2 per issue.
- vi) The annual Grant to the swimming pool for lifeguards, first instalment to be paid in May. The size of any further Grant would be assessed in November following receipt of the Swimming Pool Accounts

Resolved: The Clerk to implement all the foregoing recommendations.

b) Annual Audit

To confirm the internal audit has been completed and is satisfactory.

Resolved: (i) To confirm the Statement and authorise the Chairman & Clerk to sign the Statement of Assurance and that the accounts be forwarded for examination by the appointed District Auditor. (ii) To notify the public that the accounts may now be

inspected.

c) Financial Information Received and Noted:

- i) An additional increment for Clerk's salary becomes payable from 1st April 2008 based on National Association Scale – LC1 SCP24 £20,099
 $\div 52 \div 37 \times 15 \times 52 = \pounds 8,148.27 \div 12 = \pounds 670.02$ per month.
- ii) Chagford Tinnars Fair Letter of thanks received for donation of £212.00 towards the cost of bunting.
- iii) VAT repayment in the sum of £586.94 received.
- iv) ESA payment of £79.44 received.
- v) Chagford Conservation Group request financial assistance with Insurance Premium in the sum of £190.63

Resolved: To approve payment

ENVIRONMENT GROUP

21 Planting of Granite Troughs

Cllr Mrs Hill stated that almost all of the granite troughs have now been planted. The Clerk has received a request from Mrs Boswell that the Council consider moving the granite trough opposite her property to a site near the delicatessen. It is currently being damaged by people sitting on it and leaving refuse on the trough.

Resolved: The Clerk to acknowledge Mrs Boswell's request but state that for the time being it will be necessary to ascertain ownership of the site before the trough can be moved.

22 Public Convenience Inspection

- a) Cllr Jeffreys was pleased to report that the conveniences were found to be clean and tidy with no evidence of vandalism. However, concern is still being expressed about the opening and closing times. It was suggested that times could be varied for summer and winter. The current key holder is the Landlady of the Bullers Arms.

Resolved: To refer the matter to the environment group and the Chairman to ask the key holder what arrangements were made with her by the WDBC for this service.

- b) The Clerk's discussion with Client Services WDBC resulted in information to the effect that the current arrangement of locking the loos at 7.30pm was sufficient and the WDBC would not countenance vandalism by extending the hours. **Noted:**

23 Annual Inspection of Jubilee Park and associated Equipment

- a) Messrs Mogford's annual inspection of the Jubilee Field was conducted on 4th April 2008. There were no high risks highlighted. An account was received for payment in the sum of £105.75.

Resolved: To approve payment of the account

- b) In view of some discrepancies in comparison with last year's report it was decided to review future requirements re annual inspection.

Resolved: The environment group to consider possible alternatives and report to Council.

- c) The monthly inspection report compiled by Cllr Jeffreys referred to the following matters requiring attention:- i) the boundary chain link fencing adjoining the car park has been damaged by children climbing over it; ii) the self closing skate park gate is not operating; iii) there is a gap beneath the kissing gate large enough for a dog to enter; iv) the entrance gate and pathway is untidy and needs cleaning; v) safety surfaces need brooming and treating with weed killer to deter moss; vi) the grass slope to the skate park is badly damaged by people using it as a quick access and cycle track. vii) the leat has a plank and pallett bridge across it at one point and a metal fence bridge across it at another where there is an entrance gate to sheds in the adjoining property.

Resolved: The Environment Group to review and make detail recommendations for action at the next meeting

24 Memorial Garden

- a) Cllr Mrs Hill was pleased to report that the Conservation Group had done a very good job on preparing the site of the Memorial Garden. It had taken 3 days of hard work to remove tree roots etc in preparation for planting.
- b) It has not been possible to acquire the services required to provide a handrail to conform to regulations together with a frame for the Golden Jubilee Mosaic. The Chairman stated he had the details to create a specification that could be used for tender.
- c) Cllr Geering was advised that the silver jubilee seat he has kindly been storing could now be installed on the site. He indicated he is prepared to pressure wash it before conveying it to the site.
- d) Mrs Anderson has completed planting the 4 troughs on the Memorial garden and has volunteered assistance from her gardening associates for the rest of the garden planting. Funds to the value of £261 are currently held for the purchase of plants but this considered to be insufficient. A further £100 has been promised to the Chairman by a Benefactor.
- e) The Chairman to speak to Mr. Baker re the Bulletin's kind offer of a seat for the site.
Resolved: i) The Clerk to express the Council's gratitude to the Conservation Group for the effort made on their behalf; ii) A specification for the supply and installation of a hand rail and stand be prepared approved by Environment and circulated to Contractors; iii) Cllr Geering to transport the seat to the Memorial site at a date to be specified by Environment; iv) Mrs Anderson's kind invitation re planting be accepted on the basis that Mrs Jeffreys and Mrs Bleakman were involved in the agreement of the details of the planting; v) a Budget of £500 was approved to cover costs associated with the purchase of plants

CLERK/CHAIRMAN'S REPORT

25 Chagford Commons ESA Agreement

- a) Minutes of AGM held on 5th February 2008 received.
Resolved: Minutes to be referred to the environment group for report.
- b) Chagford Car Park – To report advice given to visitor requiring long stay parking. The Clerk received a telephone call from a visitor needing to pay for 4 days car parking whilst she went on a long walk. The ticket machines in the car park were inadequate for this purpose. She eventually parked at Crossways. The Clerk raised this matter with the WDBC and asked that any replacement machines should cover this requirement. **Noted:**
- c) CCTV Camera – The installation of private CCTV camera in Mill Street resulted in several protests which the Clerk referred to the Enforcement Officer DNPA. He confirmed that the practice did not require approval unless it contravened regulations governing personal privacy. This did not appear to infringe regulations. **Noted:**
- d) Chain of Office There being three options for the repair of the Chain of Office it was considered preferable that a local Goldsmith be invited to carry out the work.
Resolved: The Clerk to make the necessary arrangement subject to a reasonable assessment of cost.

GENERAL PURPOSE & POLICY REPORTS

26 **Boundary Committee Review**

- a) In view of insufficient being time available to give this subject the attention needed it was **Resolved** to refer to the Policy Group for consideration prior to the next meeting
- b) The informal discussions held on 28th April, between members of the Council and Nick Payne, WDBC, were considered to be informative, constructive and very helpful.

Noted:

- c) A recommendation by the DAPC expressed the need to survey current service providers prior to Unitary Status consultation. Failure to do so would result in services being provided which might not be the most effective for the Community and it is important that local proposals be put forward to achieve maximum benefit for the Community.
Resolved: The Policy Group to carry out the survey and report to Council.

CORRESPONDENCE RECEIVED

27 WDBC and DCC – Parish Link Committee

Notice received that the June Meeting of the Committee is postponed until 17th July 2008 in order to receive the Boundary Committee proposals for consideration. **Noted:**

28 DCC – Boundary Proposals

Invitation to attend meeting at Okehampton on 22nd May 2008 from 7 – 9pm to discuss boundary review. **Noted:**

29 Dogs (Fouling of Land) Act 1996 – Joint Partnership Scheme

- a) An invitation was received from WDBC to renew Joint Partnership Scheme at a cost of £453.00 (no vat).

Resolved: To approve payment.

- b) Cllr Davies written report was circulated to members. It stated the dog warden had made 30 visits to Chagford of some 2 hours duration during the early mornings and at night. Bretteville Close and Manor road continue to be problem areas and notices displayed by the warden at Cross Tree are often removed by offenders.

Resolved: Cllr Davies' reports are much appreciated as is his co-operation with the warden.

30 Free Radon Tests

Posters and information received re free Radon Tests for local residents. **Noted:**

31 West Devon Homes – Orchard Meadow Culvert

West Devon Homes has appointed a Contractor to carry out essential works on the Orchard Meadow culvert over a period of 4 weeks commencing 6th May. A traffic control system will be in place. **Noted.**

32 Chagford Skill Exchange

There was insufficient time to discuss this matter, which has been **Deferred** to the next meeting

33 ACCOUNTS FOR PAYMENT

£

The following accounts were approved for payment

- | | | | |
|----|--------------|---|----------|
| a) | 3094 | Mr. J. Sheridan – Jubilee Park maintenance April | 231.25 |
| b) | 3095 | Mrs P. Stone – April salary | 670.02 |
| c) | 3096 | Mrs P. Stone – April post; electric; computer | 31.18 |
| d) | 3097 | Okehampton & District Ladies' Probus - use of sound system for Assembly meeting | 17.00 |
| e) | 3098 | Chagford Jubilee Hall – Hire of Hall for Parish Assembly | 24.00 |
| f) | 3099 | WDBC – Dog Fouling Partnership Fee | 453.00 |
| g) | 3100 | Mogford Associates – Playground Inspection Fee | 105.75 |
| h) | Direct Debit | – Tiscali – Broadband Services | 29.06 |
| i) | 3101 | WDBC – emptying 5 dog bins and 1 litter bin to 31/03.08 | 334.22 |
| j) | 3102 | Mrs P. Stone – Travel allowance to Audit x 2 (Monkokehampton) | 32.00 |
| k) | 3103 | Allianz Cornhill – Insurance Premium 1 st June 2008 – 1 st June /09 | 1,347.16 |
| l) | 3104 | Devon Playing Fields Association – Annual Subscription | 15.00 |
| m) | 3105 | DAPC – Annual subscription £235; Local Council Review £27; Village Green £5.50. | 267.50 |

n)	3106	Chagford Swimming Pool – 1 st instalment of Grant for lifeguard provision	500.00
o)	3107	Mrs J. Hicks – Internal Audit Fee	48.75
p)	3108	Chagford Conservation Group – Grant for Insurance premium	190.63
q)	3109	Viking Direct – Copy paper and manilla wallets	78.81

34 PUBLICATIONS/INFORMATION RECEIVED

The following publications were made available to members.

- a) NALC Conference 2008 – 20-22 May at Eastbourne.
- b) DNP Agendas 2nd May 2008
- c) Local Council Review – May 2008
- d) The Playing Field – Spring 2008.
- e) DAPC Newsletter May/June 2008
- f) Chagford Change Your Footprint Week

Part II – Items which may be taken in the absence of the Public on the grounds that exempt information may be disclosed.

35 The Pound Rest Garden, New Street

The Meeting Closed at 10.38pm
Confirmation of the Minutes

Dated.....

Signed.....