

**Minutes of the Regular Meeting of the Chagford Parish Council held at  
Endecott House on Monday 12<sup>th</sup> June 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: Dhevahas Nair, Cllr: Mrs Gill Printy, Cllr: Neil Smillie, Cllr: Stuart Wright.**

**In attendance: The Clerks, Mrs Sarah Curtis and Ruth Wright  
2 members of the public**

**19. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr: Rachel Short and Cllr Andrew Parrot.  
Apologies were received from Jane Ellis, West Devon Borough Council

**20. DECLARATIONS OF INTEREST**

**There were no declarations of interest.**

**21. CONFIRMATION OF THE MINUTES**

a) The Minutes of the Annual Meeting held on Monday 15<sup>th</sup> May 2023 were amended to include the names of signatories included in agenda item 14m, then confirmed and signed as a true record.

**22. MATTERS ARISING**

**a) Replacement of the fencing in Jubilee Field (Min 15a)**

Cllr: Mrs Gay Hill met last week with CB Trees to look at the fencing. He will carry out work and add new post by Priests Path: **Noted**

**b) Baby changing mat in the female toilets:**

The council felt while there was potentially a need for baby changing facilities, there were many questions to be answered.

**Resolved:** It was proposed (FE), seconded (LAM) and carried that further investigation into costs, insurance, position, cleaning responsibility, and facilities in other parish councils would take place. Also, the availability of changing facilities in pubs and cafes. Ruth Wright agreed to carry this out.

**c) Maintenance required in men's toilets:** (men's urinal needs unblocking, cracked window and window bars rusting)

Cllr: Mrs Gay Hill reported the glass can't be mended as has to take wire running through it. Property is listed.

**Resolved:** As it is not dangerous it can be left. Suggestion a photo annually to see if it has changed.

**d) Result of the DNPA ballot**

Cllr: Mrs Gay Hill and Mr. Mark Williams from Dartmoor Forest have been nominated to sit on the Dartmoor National Park Authority Board: **Noted**

**23. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION.**

**a) EDF bill £50.65 – final bill for use of electricity in 2 Market Building.**

**Resolved:** It was proposed (CM), seconded (GP) and carried that the Parish Council pay and ask for this back. Cllr: Mrs Gay Hill suggested the market house office is

placed on the same meter as the market house. So only one standing charge. This was proposed (CM), seconded (GH) and carried. Cllr: Stuart Wright agreed to take responsibility for this.

**b) that signatories need to be removed and added for Nat West account.**

**Resolved:** as the previous minutes have been amended, no further action is required.

**c) that signatories (Kevin Coombe and Margaret Haxton) be removed from the Lloyds bank A/C and Cllrs. Jill Millar and Stuart Wright be added. Resolved: Sarah Curtis to action this.**

**c) water bill for £525 – toilets in the market house. Approval to pay by BACS was requested. Proposed (CM), seconded (GH). Resolved to approve payment**

## 24. GROUP/REPRESENTATIVES REPORTS

### Planning Control Matters

#### To Consider DNPA Planning Matters for Consultation

##### Certificate of Lawful Development

**a) Ref: 0246/23 Yellands Farm, Chagford**

Proposed: Use of buildings for ancillary purposes to the residential use of the main house. Noted

##### Grant of Conditional Planning

**b) Ref: 0154/23 Hillhead Farm, Chagford**

Replacement stable block. **Subject to conditions, Noted**

**c) Ref: 0126/23 13 Orchard Meadow, Chagford**

Replacement of existing single-story outbuilding with two story extension.

**Subject to conditions, Noted**

**d) Ref: 1042/23 2 Lords Meadow, Chagford**

Addition of single-story glass roof on the rear elevation of the property. **Subject to condition, Noted**

**In addition to the planning applications on the agenda, the following two planning applications were considered, with a time delay before submission to the DNPA, in order for the general public to consider the applications and make a response.**

**e) Ref 0257/23 Land near Higher Stiniel, Chagford**

Proposed: Construction of timber-framed packing shed and tool store.

**Resolved:** To support this application with the proviso that if the market farm ceases to operate, the shed should be removed.

CoR 4b: using external materials appropriate to the environment.

Cor 18 d: support for farm diversification initiatives

**f) Ref 0265/23 6 Lords Meadow, Chagford**

Proposed: Part conversion of existing attached garage to provide home office, replacement of window in dining room with French door set and erection of garden shed.

**Resolved:** To support the application. It was, however, noted the council have some concern about the availability of parking in future on Bellacouch and also about setting a precedent for the change of use from garage to office.

Cor :4 a demonstrating a scale and layout appropriate to the site and its surroundings.

## 25. FINANCIAL MATTERS

- a) Receipt of cheque from OpenReach £26.40 for Wayleaves. **Noted**
- b) Approval to pay Heartbeat Trust UK for padz. **Resolved: Approval given**
- c) Approval to pay for hire of Jubilee Hall for Coronation 'wet weather' plan 7/05/23  
**Resolved: Approval given**
- d) Approval for Cartridge People for new cartridges for the Parish Council printer by DC. **Resolved: Approval given**
- e) Approval for Cllr: Lark Ash - Matthews to attend DALC course for new councillors  
**Resolved: Approval given**
- f) Approval for Cllr: Jill Millar to attend DALC course for new Chairs **Resolved: Approval given**
- g) Approval for Cllr: Neil Smillie to attend DALC course for new councillors  
**Resolved: Approval given**

## 26. ENVIRONMENT

- a) **Jubilee Field Inspection Report – Cllr: Mrs. Gay Hill**  
Field in good order, no rubbish of any note, although it was noted all the bins were full. **Noted**
- b) **Public Convenience Inspection Report – Cllr: Mrs. Gay Hill**  
Urinal has been blocked; GH has chased FCC (the cleaning company) have been requested not to use mop heads as these seem to be the problem. The urinal was unblocked with caustic soda, and a new plunger. **Noted**
- c) **See Saw presentation –** A presentation of three different see-saws was made by Cllr: Christine Malseed.  
The Touchwood seesaw was proposed (GP), seconded (GH) and carried.  
**Resolved:** Cllr: Christine Malseed will action this.

## 27. CLERKS/CHAIRMANS REPORT

- a) **Carpark**  
Cllr: Jill Millar and Ruth Wright had a meeting with Emma Widdecombe (West Devon Council) to discuss next steps in opening the car park on the Bellacouch Estate (Ellis Drive). To date: we can't open the carpark as we don't own it, can't insure it and there is no signage. Likely revenue: we don't know. One option is for us to offer it to West Devon Council but before that considerations should include: likely revenue versus costs.  
**Resolved:** Cllr. Mrs Gay Hill to communicate with Ashfords Solicitors. Revisit next month.

- b) **Bellacouch Green Space**

This is around the oak tree and banks of the stream. There are residents in favour of both wilding of the area and keeping the grass cut. Currently CG Fry employ grass cutters so not the responsibility of the council. Once CG Fry have handed over the

Green Space, the open space will belong to Parish council so we will need a grass cutting operation (will go to tender).

**Resolved:** No action until CG Fry finish.

**c) Feedback from Chair training**

Cllr: Jill Millar undertook online chairs training. Would like to have a council away afternoon with the aim being: communication, aims and vision for the Parish Council. Potential for Barefoot Barn as a venue.

**Resolved:** all councillors to let Cllr: Jill Millar know of weekend commitments in the Autumn.

**d) Initial thoughts about communication for Clerk**

The exiting Clerk has had a landline. This could be moved to Market House (connection charge) Mobile may be better. We have to be ready to implement an emergency plan, but a mobile would work as well as a handheld landline in this instance. Other benefits considered: ease of sharing if the Clerk is away, ease of accessing email.

**Resolved:** A mobile would be the best communication option. Proposed (GP), seconded (NS), carried.

**Resolved:** We need broadband in the market house. Ruth Wright to investigate options. Sarah Curtis will keep the phone line and current broadband in place until a decision made. Bring to next meeting.

**28. BOROUGH COUNCIL REPORT**

Jane Ellis unable to attend but submitted a report. She has rented a table at the flea market once a month for presence and to be accessible.

**Resolved:** Ruth Wright to circulate report.

**29. CORRESPONDENCE AND EMAILS**

**a) Email from Florist from the Forest**

Request to rent room currently rented to 2 Market Building. 2 Market Building not in favour of this.

**Resolved:** Ruth Wright to write to Florist from the Forest to explain if the room does become vacant, we will consider her request.

Request to maintain the hanging basket under her door – currently Angie Emberson maintains this.

**Resolved:** Ruth Wright to write to Florist from the Forest to ask her to negotiate with Angie over the hanging basket outside her shop. If Angie is happy to pass the maintenance of this over then Florist from the Forest can make a second request to the council.

Request to maintain planters under the notice board and between the two benches

**Resolved:** Ruth Wright to write to Florist from the Forest to ask her to negotiate with Angie over the current planters outside her shop. If Angie is happy to pass the maintenance of this over then Florist from the Forest can make a second request to the council. There can be no new planters established outside the shop as it does not have any allocated outdoor space.

**b) Email from James McInnes – Councillor for Hatherleigh and Chagford Division–**  
DCC circulated.

At the Chagford APA last month, I was asked why DCC highways don't try and get compensation from heavy lorry operators for the damage done to roads, for example, the Forestry Lorries. I have looked into this and discovered that DCC has tried to get compensation over the years, but has been mostly unsuccessful, because most roads in Devon started life as a horse and cart track. For a highway authority to get compensation the road needs to have been constructed to a modern highway standard and most of Devon's roads are not. Tarmac has just put over the original cart track. **Noted**

**c) Email from Devon Highways – DDC – Temporary Prohibition of Parking 4-5/09/2022**  
circulated.

TEMPORARY PROHIBITION OF PARKING. NOTICE is hereby given that Devon County Council has made the above titled order. From 4<sup>th</sup> August for a maximum of three days. Anticipated finish: Between the hours of 17.00 on Friday 4<sup>th</sup> August and 14.00 on Saturday 5<sup>th</sup> August. Roads affected – The Square, Chagford (Mandatory Disabled Bays). This temporary Restriction is considered necessary to enable – CHAGFORD CANCER RESEARCH STREET MARKET: **Noted**

**d)Email from Devon Highways – DDC – Temporary Prohibition of Parking 30/08/2023** circulated.

TEMPORARY PROHIBITION OF THROUGH TRAFFIC NOTICE is hereby given that Devon County Council has made the above titled order. From WEDNESDAY 30 AUGUST 2023 for a maximum of 18 months Anticipated Finish FRIDAY 1 SEPTEMBER 2023 Between the hours of 08:00 and 18:00 Roads affected - ROAD FROM MELDON HOUSE TO HIGHER WEDDICOTT FARM, CHAGFORD , FROM JUNCTION OF ROAD FROM MELDON ROAD TO WEDDICOTT CROSS TO JUNCTION OF ROAD FROM HIGHER WEDDICOTT TO WEDDICOTT CROSS  
**Noted**

**e) 20 is plenty – email from Totnes Town Council**

The Council applied last year, but only 4 places were granted funds. Since then 4 more and an increasing impetus for everyone to have this.

**Resolved:** Cllr: Jill Millar to send our support for this to DCC. Encourage parishioners to pop up '20 is plenty' posters.

### 30. ACCOUNTS FOR PAYMENT

a) Mrs S. Curtis - Salary	725.35
b) Mrs R. Wright – Salary	674.44
c) Mrs S. Curtis – expenses	20.00
d) Heartbeat Trust UK – padz	135.00
e) Jubilee Hall – Hire on 7/05/23	72.00
f) Cartridge People - print cartridges	119.99
g) DD Plusnet – Broadband and Calls	27.37
h) DD British Gas – Services to Ellis Drive	17.16
i) DD British Gas – Services to Market House	105.62
j) Sarah Curtis – HMRC PAYE tax	201.93
k) DALC – Course for Lark Ash- Matthews	90.00

**The meeting closed at 9.15 p.m.**

**Date** ..... **Signed** .....

DRAFT