

Minutes of the Regular Meeting of the Chagford Parish Council (CPC) held at Endecott House on Monday 12th August 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: Rachel Short, Cllr: Stuart Wright.

In attendance: The Clerk, Ruth Wright.

46. APOLOGIES FOR ABSENCE

a) Apologies were received from **Cllr: Neil Smillie** (holiday, approved).

47. DECLARATIONS OF INTEREST

- a) Cllr. Frances Everson declared an interest in agenda item 11a (min 57a)
- b) Cllr. Rachel Short declared an interest in agenda item 11b (min 57b)
- c) Cllr. Belinda Hayter-Hames declared an interest in agenda item 11b (min 57b)

48. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Meeting held on Monday 8th July 2024 were confirmed and signed as a true record.

49. MATTERS ARISING

- a) Update on EV chargers Bellacouch carpark. (see min. 8e, 22d, 35c)
Discussion centred on the possibility of purchasing the EV chargers and leasing these until the council have acquired Competent Council Status and can legally charge for the sale of electricity. In the meantime, West Devon Borough Council have confirmed they are able to install the pay and display machine but require National Grid to have installed and capped the mains electricity at the point of installation. **Resolved:** The Chair and Clerk will continue to liaise between both WDBC and National Grid.
- b) Padley Common Update (see min 42a) The CPC Environment Group has applied for a grant to install a walkway and information board (Natural England won't fund). This is an application for funding, no decisions have been made to date until approval from relevant parties has been sought. There is no conflict in funding applications. There are two open meetings for the public arranged for the 6th and 7th September from 2-6pm, in Endecott House. This will be publicised closer to the time. **Noted.**
- c) Clerk's annual appraisal (see min. 35f) – end of July, successfully signed off. **Noted.**
- d) RoSPA report (see min 35g) – Follow up from the Council inspection in light of the report. Some items are on the list for the handyman to attend to. The sign on the gate needs to be mended. **Resolved:** Cllr. Cristine Malseed to bring ideas for a new sign to the meeting next month.
- e) CPC logo (see min 35j) Final design to be approved. **Resolved:** Approved.
- f) Update on footpath sign from Factory Bridge towards Chagford (see min 35k) The sign is in progress and should be ready for the next meeting. **Noted.**

g) Update on Cross Tree meeting. A meeting between the Parish Council and Members of St Michael the Archangel Parochial Church Council took place. The Church can't contribute to any funding. **Resolved:** CPC to consider a suitable material for the pathway, which will last longer. There is no budget in the current financial year, this will be built into the budget next year and the work put out to tender.

h) Update on individual Councillor meetings and 360-degree appraisal of Chair. **Resolved:** The timetable for meetings has been circulated and populated. The Clerk is devising a 360-degree type document and will circulate to Councillors for anonymous completion.

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

a) A meeting has taken place between CPC and an informed member of the public to discuss the possibility of a neighbourhood plan for Chagford. While there are concerns over CPC workload, the potential benefits are a greater say in planning and local employment opportunities. This project could be run by members of the community, there is some funding available. **Resolved:** It was proposed to ask the member of the public to attend the next Council meeting to explain more. If the proposal was agreed by CPC, a public consultation would be required.

b) An email has been received on behalf of the Recreational Trust in relation to the tennis courts which are leased from the Council. Two possibilities were suggested for further exploration:

1. Possible use of the courts for 5 a side football in the winter.
2. Possibility of erecting floodlights at the courts to increase use opportunities both in the evenings and also the winter months. Lights could be permanent fixtures or possibly portable/temporary. **Resolved:** The Council will check the current lease and bring to the next meeting.

c) Maintenance of Bellacouch green space. Residents have asked to discuss the possibility of more mowing, plus the addition of dog poo bins and litter bins. **Resolved:** The contract for maintenance of this area will be initiated for discussion in October 2024 and put out to tender shortly after that. The frequency of mowing will not be greatly increased due to the high cost. The next newsletter will explain reasons for not supplying bins; the Council really want people to take responsibility for their own litter.

d) Pedestrianisation of the lower part of the square on a trial basis. This has been discussed with Devon County Council Highways department and is a possibility from a DCC highways perspective but would require the Council to consult with local shop owners. **Resolved:** Getting permission to close a road needs an application 3 months in advance so a pilot scheme will take place in early 2025 to coincide with next summer. The Council's insurance company will need to be informed of any potential changes and therefore costings.

Cllr. Jill Millar left the meeting

51. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

Full Planning Applications:

a) Ref: 0290/24 The School House, Yeo Farm, Chagford

Proposed: To repair and extend the chimney. CPC support this application.

b) Ref: 0293/24 Forder Farm, Chagford

Proposed: Erection of agricultural building and resurfacing of farm access. CPC support this application

Application for Listed Building Consent

c) Ref: 0331/24 Outer Down, Chagford

Proposed: Internal alterations to existing kitchen to remove existing masonry wall and block up existing opening.

Refusal of Planning Application

d) Ref: 0192/24 West Corndon, Chagford,

Proposed: Provision of an agricultural building.

Grant of Listed Building Consent

e) 0171/24 Court Cottage Bungalow, Chagford

Proposed: new internal opening at ground floor and conversion of store into habitable accommodation; new insulated floor slab to storeroom; new insulated wall linings to store room; service connections and replacement of external door.

Application for a Class BC – Temporary recreational campsite

f) 0333/24/BC Land to the South of Quintatown, Chagford.

Application for: Mixed use of 10 pitches. CPC support this application.

52. CLERKS/CHAIRMANS REPORT

a) Policy Update: Approved by full council to date:

- Financial Regulations
- Standing Orders
- Publication Scheme
- Fixed Assets Policy
- Biodiversity Policy

To be approved by full council:

- Data Protection Policy.
- Data Privacy Notice

Resolved: With the amendments discussed, CPC approved the documents

b) VE Day 80. 8th May 2025.

Resolved: CPC inclusion in this celebration was approved. The Council will register our interest and notify the insurers. After Christmas a working party will meet to organise.

c) CPC Away Day was suggested for Sunday Oct 20th, 2024, pm.

There was positivity in terms of going ahead with an away day, however an evening was the preferred time. **Resolved:** The Chair and Clerk will discuss a more convenient time.

d) Possible exploration of Wi-Fi in Endecott House. Discussion centred around the possibility of sharing the cost or applying for a grant if Chagford Combined Charities were to be in favour of Wi-Fi installation. **Resolved:** The Clerk will be invited to the meeting on 13th September.

53. FINANCE REPORT

Finance Committee Meeting update:

a) Banking activity in July 2024. All banks reconciled apart from the Nat West Current account – awaiting bank statement. **Noted.**

54. ENVIRONMENT REPORT

a) Jubilee Field Inspection Report – **Cllr: Andrew Parrott.** The play park is in good repair, aside from those aspects highlighted by RoSPA and on the handyman waiting list. **Noted**

b) Public Convenience Inspection Report – **Cllr: Andrew Parrott**
All handles have been fixed. **Noted**

55. REPORT FROM WDBC REPRESENTATIVE

a) Cllr. Jane Elliott was unable to attend the meeting and therefore submitted a report. **Noted.**

56. ANY OTHER REPORTS

No other reports were submitted.

57. CORRESPONDENCE AND EMAILS

a) Grant application from Chagford Film Festival. **Resolved:** A grant of £400 was proposed, seconded and carried. – Cllr. Frances Everson remained in the room but passed no comment.

b) Grant application from Chagford Firefighters. **Resolved:** A grant of £367 was proposed, seconded and carried. Cllrs. Rachel Short and Belinda Hayter-Hames remained in the room but passed no comment.

c) Email from Devon County Council – temporary prohibition of traffic from 20th August to 22nd August (max 5 days) – Greatweek Cross to Middlecott Farm. **Noted**

d) Email from Devon County Council – A382 Drewsteignton resurfacing from Tuesday 27th August to Thursday 30th August. **Noted**

e) Email from Gallaghers Insurance - Requirement to check accuracy of new insurance policy schedule. **Resolved:** The Clerk will complete this check.

58. FINANCIAL MATTERS

- a) Approval to pay Chagford Combined Charity for hire of Endecott House. **Approved.**
- b) Approval to pay All Seasons for works to Bellacouch Green Spaces. **Approved.**
- c) Approval to pay Source for Business – services to the Market House. **Approved.**
- d) Approval to pay British Gas Lite – electricity to Ellis Drive Toilets. **Approved.**
- e) Approval to pay British Gas – electricity to Market House Toilets. **Approved.**
- f) Approval to pay British Gas – electricity to Market House Office. **Approved.**

59. ACCOUNTS FOR PAYMENT

£

a)	Chagford Combined Charity – Hire of Endecott House April 1 st to September 30 th 2024	360.00
b)	Source for Business – services to the Market House	310.00
c)	British Gas Lite – electricity to Ellis Drive Toilets	16.28
d)	British Gas – electricity to Market House Toilets	64.08
e)	British Gas – electricity to Market House Office	17.24
f)	EE LTD – Parish Council mobile phone	23.30
g)	All Seasons – works to Bellacouch Green Spaces	628.80
h)	Ruth Wright – Clerk’s Salary	1091.55
i)	Ruth Wright – Clerk’s expenses	20.00
J	Chagford Film Festival – grant awarded	400.00
k)	Chagford Fire Station Charity event – grant awarded	367.00

Part II

Local Government Act 1972 Section 100(A) (4) Item to be taken in Part II excluding the Public and the Press

Quotes were considered for the clearing of the Bellacouch leat of all weeds and remove the debris.

Resolved: The successful quote was from CB Trees. This was proposed, seconded and carried. The Clerk to check on safe removal of the poisonous weeds, and the inclusion of the lower part of leat in addition.

The meeting closed at 9.13 pm.

Date **Signed**

