

Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 13th May 2019

Present: Cllrs: Coombe, Mrs. Haxton, Mrs. Hill (Chairman), Mrs. Malseed, Mrs. Printy, Pope, Mrs. Stanbury, Ms Somme, and Williams.

In attendance the Clerk, Mrs. S. Curtis and one member of the public.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations were requested for the nomination for the position of Chairman. Cllr: Williams proposed and Cllr: Mrs. Haxton seconded the nomination of Cllr: Mrs. Gay Hill. There being no other nominations it was **agreed** unanimously that Cllr: Mrs. Gay Hill should be elected Chairman for the ensuing year.

2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

Cllr: Mrs. Hill took the Chair and asked for nominations for Vice-Chairman. Cllr: Williams proposed and Cllr: Mrs. Malseed seconded the nomination of Cllr: Mrs. Margaret Haxton. There being no other nominations it was unanimously **agreed** that Cllr: Mrs. Margaret Haxton be Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Parrott and Mrs. Phelps

4. DECLARATION OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllrs: Mrs. Hill (Chairman) and Mrs. Haxton (Vice-Chairman).

5. DECLARATION OF INTEREST

Cllr: Mrs. Hill declared an interest in Minute 13(a)
Cllr: Coombe declared an interest in Minute 12(b)

6. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Meeting held on Monday 8th April 2019 were confirmed and signed as a true record.

7. VACANCY FOR A PARISH COUNCILLOR

As there is a vacancy on the Parish Council approval was sought to co-opt a Parish Councillor. Chagford Parish Council had eleven nominations for twelve seats for the local elections on 2nd May 2019. The Parish Council do not need to prepare a Casual Vacancy Notice as the vacancy, has already been advertised because of the scheduled elections. The Parish Council can proceed straight to co-option. **Resolved:** to advertise for applications for a Parish Councillor.

8. APPOINTMENT OF WORKING GROUPS

Resolved: that the Membership of the 2019/20 Working Groups should be as follows:-

Finance – Cllrs: Coombe, Mrs. Malseed, Parrott and Mrs. Phelps

Planning – Cllrs: Parrott, Mrs. Printy, Ms Somme, Mrs. Stanbury and Williams

Environment – Cllrs: Coombe, Mrs. Printy, Pope, Ms Somme and Mrs. Stanbury

General Purposes – Cllrs: Pope, Mrs. Malseed, Mrs. Phelps and Williams

The Chairman and Vice-Chairman to serve as ex Officio on the above groups. Groups are advised to meet every three months or more often as necessary, each group should nominate the Chairperson.

9. APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES

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

- I. **West Devon Eastern Links Committee** – Cllrs: Mrs. Hill (Chairman) and Cllr: Williams
- II. **Dartmoor National Park Communities Forum** – Cllrs: Mrs. Stanbury and Parrott
- III. **Jubilee Hall Trustee** – Cllr: Mrs. Hill (Chairman) - Trustee, Cllr: Stanbury - Observer
- IV. **Chagford Recreational Trust** – Cllr: Mrs. Hill (Chairman)

10. APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES

- I. **Chagford Combined Charity** – Cllr: Coombe, Mr. Robert Sampson, Mr. Rod Webber
- II. **Friends of St. Michael's** – Ms Belinda Hayter-Hames, Mr. Terry Bleakman
- III. **Providence School Charity** – Cllr: Mrs. Hill and Mr. Robert Sampson

11. VENUE AND SCHEDULE OF MEETINGS

- a) The proposed dates for the Regular Parish Council Meetings to be held in Endecott House at 7.30 p.m. are as follows:- 10th June, 8th July, 12th August, 9th September, 14th October, 11th November, 9th December 2019, 13th January, 10th February, 9th March, 13th April, 11th May 2020.
- b) The following dates to be reserved for Extraordinary Meetings when necessary:- 24th June, 22nd July, 23rd September, 28th October, 25th November 2019, 27th January, 24th February, 23rd March 2020.
- c) **2019 Annual Parish Assembly Meeting**
The date and venue for the Annual Parish Assembly Meeting in 2020 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 23rd April 2020.

12. MATTERS ARISING

a) Chagford Public Toilets and Market House (Min171(c) refers

The transactions for the Market House have now been completed. This was not a smooth transaction as it took time to get keys, and the present tenants were not informed of the change in ownership by WDBC. However the Parish Council now has the keys and the Solicitor is drawing up new leases. The window frames are in need of repair and painting but hopefully this can wait until next year. **Noted.**

b) Official Opening Ceremony of the New Chagford Fire Station

The Chairman thanked the Fire Service for the wonderful reception at the official opening of the new Chagford Fire Station on 30th April 2019. The Chairman wished to thank all who attended and the partners/wives of the firemen who provided the refreshments. **Resolved:** to write to the fire service officially thanking them for the invitation to the Ceremony.

13. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

Cllr: Mrs. Hill left the meeting.

a) The Parish Council has received the ballot to select two candidates for the Mid Devon/West Devon area of the Dartmoor National Park Authority. The name of the selected candidates will be submitted to the Secretary of State for appointment after the close of the ballot on 22nd May 2019. Nominations were requested. Cllr: Mrs. Haxton proposed and Cllr: Mrs. Malseed seconded the nomination of Cllr: Mrs. Gay Hill. Cllr: Williams proposed and Cllr: Coombe seconded the nomination of Mr. Derek Webber.

Resolved: Cllr: Mrs. Gay Hill and Mr. Derek Webber would be selected by Chagford Parish Council.

Cllr: Mrs. Hill returned to the meeting.

b) CELT wishes to amend its Trust Deed ("constitution") to vary its Charitable Objects and the make-up of the Trustee body, so as to become effectively the Chagford District Youth Work charity, subsuming the On The Edge Management Group. There will be a special meeting of CELT Trustees to approve changes to the Trust Deed.

The Parish Council were surprised that the Objects of the Constitution were being changed so drastically as not to reflect the original intentions of the Charity when the Adult Education and the Horsa Huts were removed from Chagford. **Resolved:** Cllr: Mrs. Malseed will attend the special meeting of CELT Trustees on behalf of Chagford Parish Council. To reply to CELT with the Parish Council's concerns.

- c) CG Fry would like to relocate their construction compound and site offices to the employment building and car park between June 2020 and the end of the project. This would mean a rental payment from CG Fry to the Parish Council for the whole or part of the car park.

Resolved: Parish Councillors met with CG Fry and have agreed that CG Fry may take over the car park until the end of the project.

14. **GROUP/REPRESENTATIVES REPORTS**

Planning Control Matters – Cllr: Mrs. Hill

a) Ref: 0167/19 Well Park, Chagford

Proposed: Erection of agricultural lean-to. **Resolved:** to support the application.

Grant of Conditional Planning Permission

b) Ref: 0096/19 Well Park, Chagford

Erection of timber clad extension to North East elevation to create boot/utility room. Subject to conditions. **Noted.**

c) Ref: 0129/19 Farleigh Cottage, 11 Lower Street, Chagford

Extension to single story structure including roof with removal of part gable wall at ground floor. Subject to conditions. **Noted.**

d) Ref: 0086/19 Land west of Meldon Common, Chagford

Installation of cattle grid, bypass gate and associated works. Subject to conditions. **Noted.**

Dartmoor Local Plan

- e) The first draft of the Local Plan was published over the winter. DNPA have now reviewed all the comments received and published a summary of these at www.dartmoor.gov.uk/localplanreview. DNPA are now in the process of preparing a second draft and plan to publish this for consultation in September. **Noted.**

15. **FINANCIAL MATTERS**

- a) The Internal Audit has been completed and signed by Mrs. Jill Hick, Internal Auditor in preparation for the Annual Return. **Noted.**

- b) To approve the Accounting Statement 2018/2019 for the Annual return for the year ending 31st March 2019. **Resolved:** to approve the Accounting Statement 2018/2019.

- c) Approval to pay Mrs. J. Hicks for the Internal Audit. **Resolved:** to approve payment.

- d) Approval to pay Mrs. Fynn for Trough Planting – Orchard Terrace. **Resolved:** to approve payment.
- e) Approval to pay Jason Hancox for Trough Planting – New Street. **Resolved:** to approve payment.
- f) Approval to pay Catherine Mount for Trough Planting – Brook House. **Resolved:** to approve payment.
- g) Approval to pay Mr. and Mrs. Glastonbury for Trough Planting – Lower Street. **Resolved:** to approve payment.
- h) Approval to pay Susan Powell for Trough Planting – Amy's. **Resolved:** to approve payment.
- i) Approval to pay Flowers for Chagford for planting Cross Tree, Southcombe Gardens Troughs, Old Lloyd Bank Trough, The Fountain Troughs and the Chemist Trough. **Resolved:** to approve payment.
- j) Approval to pay Mr. J. Shears for Lengthsmans Duties (February and March). **Resolved:** to approve payment.
- k) Approval to pay the LCR Magazine renewal subscription. **Resolved:** to approve payment.
- l) Approval to pay SHDC for providing 2018/19 payroll services. **Resolved:** to approve payment.
- m) Approval to reimburse the Clerk for the printing of the Agenda/Minutes for the Parish Assembly. **Resolved:** to approve payment.
- n) Approval to pay Ashfords Solicitors for the transfer of Chagford Toilets/Market House from WDBC. **Resolved:** to approve payment.
- o) Approval to pay WDBC for cleaning Chagford Toilets 2018/19. **Resolved:** to approve payment.
- p) Approval to pay WDBC for emptying litter and dog bins. **Resolved:** to approve payment.
- q) Request from Chagford Conservation Group for a grant. **Resolved:** to refer to the Finance Group.
- r) Receipt of payment of Wayleaves. **Noted.**
- s) Receipt of VAT Return £1,034.14. **Noted.**
- t) To confirm that a cheque of £1,495.00 (cheque no. 4407) was paid to Chic Teak for the Aaron Reilly Memorial Bench. **Noted.**
- u) Approval to pay Robert Austin for Grass Cutting and Grounds Maintenance (April). **Resolved:** to agree payment.
- v) Request for financial support for the proposed Cattle Grid, road west of Meldon Hill, Chagford. **Resolved:** to refer to the Finance Group.
- w) Approval to renew the membership to Devon Communities Together. **Resolved:** to approve payment.

16. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Mrs. Hill

Cllr: Mrs. Hill confirmed that she had emptied the bins twice this month as there was a large amount of rubbish including nappies. A working group will be needed to tidy up the entrance to the Jubilee Field and to clear the stinging nettles and weed around the play equipment. The cage needs removing from the Oak Tree, and the weeds pulled up. There is a hole in the safety surface of the big swing which will need repairing. The chain link fence needs adjusting to the left of the entrance gate. **Resolved:** to meet on Thursday 23rd May at 5.30 p.m.

- b) **Public Convenience Inspection Report – Cllr: Mrs. Hill**
Cllr: Hill reported that the Public Conveniences were looking reasonably clean and tidy. **Noted.**

17. CLERK/CHAIRMANS REPORT

- a) The Clerk sought approval to remove the outgoing Councillor's from the signatories list for cheques and to add the new Councillors. **Resolved:** to remove the outgoing Councillors from the signatories list and add the new Councillors.

18. CORRESPONDENCE

- a) The next Dartmoor National Park Authority Development Management Committee will be held on Friday 14th June 2019.
- b) Email from Liz Wiseman, Headteacher, Chagford Primary School. The leadership structure for Chagford School has now been finalised and Mrs. Wiseman will not be the Head in September as a result of the Headteacher position redundancy. For the latest newsletter please go to <http://chagford-primarieschool.org/newsletter-5th-april-2019/>
- c) Dartmoor Walking Route. Dartmoor National Park Authority is working with the Ramblers on a partnership project to re-invigorate the Dartmoor Way Walking route. The Dartmoor Way has been in existence since the late 1990's as a circular walking route encompassing most of the perimeter of the National Park. The Ramblers have been seeking sources of funding to invest in the walking route and now have achieved their targets. This year work to survey the route has commenced. **Noted.**
- d) A letter has been received requesting the Parish Council to consider selling the Pound Garden. **Resolved:** to acknowledge receipt of the letter stating that the Pound Garden was given to the Parish by the Lord of the Manor and therefore the Council is not in a position to sell.
- e) The Chagford Two Hills Race will take place on Monday 27th May 2019. The course will be as in previous years from the Pavilion and over Meldon and Nattadon Hills. **Noted.**
- f) A request has been received from a young lady who plays basketball for Devon, for a basketball hoop in Chagford for training. **Resolved:** the Chairman met with the young lady at the Jubilee Field however the field may not be the ideal place as she needs a hard standing. Other options are being considered.
- g) Following the meeting with the Forestry Commission back in January. The Parish Council have been invited to a guided tour of the harvesting site at Fernworthy. **Resolved:** Thursday 13th June 2019 was the most popular date and the Clerk will respond to the Forestry Commission with this suggested date.
- h) The 2019 Churchyard Competition is now open for entries. **Resolved:** to pass the information to the PCC.

19. ACCOUNTS FOR PAYMENT

a) DD – BT Telephone and Broadband Service (May)	56.32
b) 4408 Mrs. S. Curtis – Salary	577.61
c) 4409 HM Revenue and Customs – PAYE	144.40
d) 4410 Mrs. S. Curtis – Clerks Expenses	20.00

e)	4411 Mrs. J. Hicks – Internal Audit	55.00
f)	4412 Mrs. Fynn – Trough Planting	15.00
g)	4413 Jason Hancox – Trough Planting	15.00
h)	4414 Catherine Mount – Trough Planting	15.00
i)	4415 Mr. and Mrs. Glastonbury – Trough Planting	15.00
j)	4416 Susan Powell – Trough Planting	15.00
k)	4417 Angie Emberson – Planting	150.00
l)	4418 Mr. J. Shears – Lengthsmans Duties (February)	400.00
m)	4419 Mr. J. Shears – Lengthsmans Duties (March)	224.00
n)	4420 LCR Magazine Renewal Subscription	17.00
o)	On Line SHDC – Payroll Services	120.00
p)	4421 Mrs. S. Curtis – Reimburse printing costs	48.90
q)	4422 Ashfords – Solicitors Fees	1,390.80
r)	On Line WDBC – Cleaning of Chagford Toilets	2,245.85
s)	On Line WDBC –Emptying of Litter/Dog Bins	502.94
t)	4423 R.J.A. Services – Grass Cutting/Grounds Maintenance	612.50
u)	4424 Devon Communities Together – Membership	50.00

The meeting closed at 9.50 p.m.