

Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 13th May 2024 commencing at 7.30 p.m.

Present: Cllr: Lark Ash-Matthews, Cllr: Frances Everson, Cllr: Belinda Hayter-Hames, Cllr: Mrs. Gay Hill, Cllr: Christine Malseed, Cllr: Jill Millar (Chair), Cllr: Dhevdhas Nair, Cllr: Mrs. Gill Printy, Cllr: Neil Smillie and Cllr: Stuart Wright (Vice-Chair).

In attendance: The Clerk, Ruth Wright, Cllr: Jane Elliott, West Devon Ward Member.

1. ELECTION OF CHAIR FOR THE ENSUING YEAR

Nominations were requested for the nomination for the position of Chair. Cllr: Frances Everson proposed and Cllr: Lark Ash-Matthews seconded the nomination of Cllr: Jill Millar. There being no other nominations it was **agreed** unanimously that Cllr: Jill Millar should be elected Chair for the ensuing year.

2. ELECTION OF VICE-CHAIR FOR THE ENSUING YEAR

Cllr: Jill Millar took the Chair and asked for nominations for Vice-Chair. Cllr: Dhevdhas Nair proposed and Cllr: Mrs Gay Hill seconded the nomination of Cllr: Stuart Wright. There being no other nominations it was **agreed** unanimously that Cllr: Stuart Wright should be elected as Vice-Chair for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Andrew Parrott and Cllr: Rachel Short.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllr: Jill Millar (Chair) and Cllr: Stuart Wright (Vice-Chair).

5. DECLARATION OF INTEREST

There were no declarations of interest.

6. CONFIRMATION OF THE MINUTES

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

7. VENUE AND SCHEDULE OF COUNCIL MEETINGS FOR 2024/25

a) To confirm the dates for Regular Council Meetings to be held in Endecott House: 10th June, 8th July, 12th August, 09th September, 14th October, 11th November, 09th December 2024, 13th January, 10th February, 10th March, 14th April, 12th May 2025. **Noted**

b) The following dates to be reserved for Extraordinary Meetings if required: 24th June, 22nd July, 26th August, 23rd September, 28th October, 25th November 2024, 27th January, 24th February, 24th March, 28th April 2025. **Noted**

c) 2024 Annual Parish Assembly Meeting

The date and venue for the Annual Parish Assembly Meeting in 2025 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 17th April 2025. **Noted.**

d) Review of CPC inventory. This was confirmed as an accurate record. **Noted.**

e) Review of CPC insurance cover. This was confirmed as an accurate record, although it was noted further amendments would be necessary as payment and charging machines are installed in Bellacouch Carpark. **Noted.**

f) Review of S137 spending. This was confirmed as an accurate record with a clarification regarding the spend for civic duties. **Noted.**

g) Review of representation on or work with external bodies. **Noted.**

8. MATTERS ARISING

a) Chagford Parish Annual Assembly update (min122b, 132e, 145f). This was confirmed as an accurate record, minutes to be formally signed at the next Annual Assembly. Discussion took place about the content of the meeting, namely:

Street lights, namely brightness and timing.

Resolved: Cllr Neil Smilie agreed to investigate current legislation and contact Devon County Council streetlighting department regarding available options.

Pedestrianisation of the lower section of Chagford Square (the section between the Market House and The Birdcage and Sally's Newsagents).

Resolved: Cllr. Stuart Wright to email Devon Highways for a very initial investigation into the viability of this.

b) Verbal Report from Libby Tucker on the situation regarding the Chagford Business Association (min 145a). Due to the nature of this meeting, Libby has agreed to attend at the June meeting. **Noted**

c) Update from Cross Tree working party (min132a, 145c). This meeting is yet to take place. **Noted.**

d) Update on picnic table from the Carnival Committee for the Jubilee Field (min 126b, 145i). **Resolved:** The Clerk to contact the Carnival Committee to pass on gratitude from the Council for the purchase of this. There was some concern about the maintenance of the wood. **Noted.**

f) Update on the CPC logo winner (min 145j). We have sought the expertise of a local artist to adapt the winning logo. **Noted.**

e) Update on the carpark:

Footpath Signs will be erected on 22nd May. **Noted.**

Road signs – another sign is needed by the Business Units. **Resolved:** This was proposed, seconded, and carried.

EV chargers. There are many routes to be explored in terms of costs and type of contract. **Resolved:** further exploration is required before a decision can be made. Cllr. Jill Millar will bring examples (photos) to the next meeting.

Solar panels to power the carpark – Chagford Business Community have some photovoltaic panels on their roof – there is space for the Council to use some roof space for solar panels too. **Resolved:** Cllr. Jill Millar will continue to explore this.

Carpark charging – some discussion about charging times and prices. **Resolved:** Cllr. Jill Millar will investigate this more. A proposal for charges and rules and regulations will be discussed at the next meeting.
Ringfenced monies from WDBC – there was discussion regarding this historical contract. **Resolved:** Cllr. Jane Elliott will try to check if WDBC put aside money for items such as signs.

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

a) Update on the Teams meeting arranged with Kevin Bishop (Dartmoor National Park) regarding the use of initial allocation of S106 monies relating to the development by Blue Cedar Homes (min. 137b). It transpired National Parks was keen that sites other than the Lamb Park development should be investigated. **Resolved:** Cllr. Jill Millar will talk to the Chagford Community Trust and continue discussions with National Parks.

10. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation

Application for Full Planning Consent:

- a) **Ref: 0163/24**, 26 Ellis Drive, Chagford,
Proposed: Installation of air source heat pump. **Resolved:** to support this application.
- b) **Ref: 0185/24** Crossways, Chagford
Proposed: Erection of timber store. Main entrance – diagonally up, doesn't affect any other properties. **Resolved:** to support this application.
- c) **Ref: 0181/24** 11 Lamb Park, Chagford
Proposed: Replacement windows and doors, additional window, new flue pipe and roof mounted solar panels. **Resolved:** to support this application.

Application for Listed Building Consent:

- d) **Ref: 0171/24** Court Cottage, 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 storeroom; service connections and replacement of external door at Court Cottage Bungalow, Chagford. **Noted.**

Grant of Conditional Planning Permission:

- e) **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. **Noted.**

11. CLERK'S/CHAIR'S REPORT

- a) Standing Orders. The current CPC Standing Orders, and the 2020 NALC model Standing Orders were circulated, with approval required to adopt the model version, with amendments where stipulated. **Resolved:** it was proposed, seconded, and carried to accept the model version with personalisation.
- b) Date for public consultation on the coach parking and the yellow lines. The consultation (organised by Devon County Council) on the yellow lines is taking place soon, but the Parish Council is aware that coach parking has been raised as an issue on several occasions. Amy Garwood (Highways and Traffic Management, Devon County Council) has highlighted a space she feels is suitable for a coach park. The bus stop on Lamb Park will stay. There is no coach parking in Bellacouch Carpark. **Resolved:** The Council will explore the possibility of a second coach park for weekends only. These spaces can then be publicised through DNP from 2025 onwards.
- c) Date for the opening of the Ellis Drive toilets. **Resolved:** The toilets will open once the car park is open as a charging carpark.
- d) Request to change payments to Southwest Water for Source for Business to Direct Debit (Lloyds) **Resolved:** To change to payment by direct debit.

12. FINANCE REPORT

- a) Funds have been transferred to Unity Bank (£65 001.00). **Noted**
- b) Update on findings from the Internal Auditor. The Internal Audit has been completed and signed by Mrs. Jill Hicks, Internal Auditor, in preparation for the Annual Governance and Accountability Return. **Noted.**
- c) All direct debits and payments (receipts) will be transferred to Lloyds. **Resolved:** This was proposed, seconded and carried.
- d) The accounting balance sheet for April 2024 will be displayed alongside the minutes. **Noted.**

13. ENVIRONMENT

- a) Jubilee Field Inspection Report – **Cllr. Stuart Wright.** The mole hills (min 152a) have been reduced to some extent. Apart from the odd litter, the playpark is in good order (with the knowledge that the handyman has areas that have been highlighted for maintenance (min 149a) **Noted.**
- b) Public Convenience Inspection Report – **Cllr. Stuart Wright.** The gents toilets have been closed for some time. A plumber was called, and the issue seems resolved. The door to the right-hand cubicle in the gents requires attention. **Noted.**
- c) RoSPA check. This will be carried out in the very near future. It was decided a bespoke check list for weekly rota checks would be very helpful. **Noted.**
- d) A new rota for 24/25 has been circulated to all Councillors. **Noted.**

14. ANY OTHER REPORTS

- a) Report from Cllr. Jane Elliott – West Devon Borough Council. Jane highlighted some potential funding streams that may be useful to Chagford Parish Council. **Resolved:** To form a working group, or add to an existing working group's remit, to consider grant applications. To consider the remit of all working groups for the June meeting.

17. CORRESPONDENCE

a) Email regarding Chagford Allotment Holders grant request (min.152e).

Resolved: This was postponed until email confirmation is received.

b) Email from Dartmoor Makers requesting a grant. **Resolved:** to offer a grant of £300 for one of the potters wheels, with the proviso that the Council are provided with a report at the end of the year to update on progress and achievement.

c) Email from Chagford Conservation Group requesting a grant. **Resolved:** To offer the sum applied for (£200), with the proviso that the Conservation Group can also upkeep the Memory Gardens.

16. FINANCIAL MATTERS

a) Approval to pay British Gas – electricity to Market House Toilets.

Approved.

b) Approval to pay British Gas – electricity to Market House Office.

Approved.

c) Approval to pay British Gas – electricity to Ellis Drive Toilets. **Approved.**

d) Approval to pay John Shears for Lengthsman duties. **Approved.**

e) Approval to pay RoSPA for playground safety check. **Approved.**

f) Approval to pay the Clerk for travel to Internal Auditor. **Approved.**

g) Approval to pay the Clerk for purchase of toilet door handles. **Approved.**

h) Approval to pay Source for Business for services to Market House.

Approved.

i) Approval to pay Ashfords Solicitors for transfer of carpark. **Approved.**

j) Approval to pay internal auditor for audit check. **Approved.**

k) Approval to pay Tonepohl Plumbing and Heating System for works to Market House Toilets. **Approved.**

l) Payment from Openreach of £26.40. **Noted.**

m) Payment of precept part 1 of £35000.00. **Noted.**

18. ACCOUNTS FOR PAYMENT

£

a)	DD British Gas - electricity to Market House Toilets March 24	53.66
b)	DD British Gas - electricity to Market House Office March 24	22.98
c)	DD British Gas Lite - electricity to Ellis Drive	16.95
d)	EE Ltd – CPC mobile phone – April 24	23.50
e)	John Shears for Lengthsman duties	450.00
f)	Ashfords Solicitors	1304.40
g)	Ruth Wright – Clerk’s salary	1091.55
h)	Ruth Wright – Clerk’s expenses	20.00
i)	Ruth Wright – reimbursement for toilet door handles	59.46
j)	Jill Hicks – internal audit check	60.00
k)	Ruth Wright – travel expenses – delivery of audit	27.48
l)	Source for Business	322.62

The Meeting closed at 9.40 p.m

DRAFT