

**Minutes of the Regular Meeting of the Chagford Parish Council held at  
Endecott House on Monday 13<sup>th</sup> November 2023 commencing at 7.30 p.m.**

**Present:** Cllr: Lark Ash- Matthews, Cllr: Francis Everson, Cllr: Belinda Hayter-  
Hames, Cllr: Mrs Gay Hill, Cllr: Jill Millar (chair), Cllr: Dhevdhas Nair, Cllr:  
Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Neil Smillie, Cllr: Stuart Wright

**In attendance:** The Clerk, Ruth Wright

**78. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr: Rachel Short, Cllr: Christine Malseed

**79. DECLARATIONS OF INTEREST**

Cllr. Stuart Wright declared an interest in Part 2(C)

**80. CONFIRMATION OF THE MINUTES**

- a) The Minutes of the Regular Monthly Meeting held on Monday 9<sup>th</sup> October 2023 were amended, confirmed and signed as a true record. Additions, in brackets, as follows:  
72(d) Proposed 36 new houses on Lamb Park - [45%] of which should be social housing.

**81. MATTERS ARISING**

- a) Skills outline: Cllr Mrs Gay Hill and Cllr. Stuart Wright outlined their skill sets pertaining to working within Chagford Parish Council:  
Cllr. Mrs Gay Hill has always worked with people in a variety of roles. She has also been a member of Devon Association of Local Councils from 2009-23, has sat on the Boundary Review Team and taken part in Local Council Appraisals.  
Cllr. Stuart Wright has worked in sales. His transferrable skills are, communication, taking on board challenges and requests, facilitating solutions, working as part of a team, and applying best skills within the team.
- b) Chagford Parish Council Policies, with specific reference to the noticeboard policy (min 69b). This policy has not been circulated; discussion will take place in January 2024 as part of a wider Council Policy Checklist. **Noted**
- c) Bellacouch Carpark update (min 69c)  
Chagford Parish Council has signed the handover document; this has now gone back to the solicitors. Several issues still need resolving:  
The carpark payment machine has been ordered. **Noted**  
The EV charging points are yet to be ordered. Discussion over applying for a grant from Devon County Council for two charging points which incurs a possible two year wait and no control or revenue, or the purchase of charging points giving the Council more control and revenue but at a greater initial cost. **Resolved:** To check with DNPA as they have recently installed charging points.

Signage has yet to be installed.

The carpark payment machine and the EV charging points need to be insured. **Resolved:** The Clerk will organise this with the insurance company.

The Council have opportunity to work with the planners on the design of the notice board in the carpark. **Resolved:** Cllrs. Jill Millar and Mrs Gay Hill will liaise on this.

Charges implemented by West Devon Borough Council need clarifying.

**Resolved:** The Clerk will liaise with WDBC. The Clerk will ask for a review of the contract, to be reviewed by the Council, before final sign off.

**d) New Working Party: Climate Crisis**

A group of councillors have organised some free talks about energy use and carbon footprints. They have now formed a climate crisis working party and have organised a talk aimed at helping people to improve energy efficiency in the home (Thursday 30<sup>th</sup> November 7.30pm, Endecott House). Costs have been incurred for printing; the working party asked for a contribution to this.

**Resolved:** It was proposed, seconded and carried to reimburse the cost of printing. It was proposed, seconded and carried that Endacott House be used as the venue.

The Working Party advised that all parish councils, under the 2021 Environment Act, must have completed a first consideration of what action to take for biodiversity by January 1<sup>st</sup> 2024. **Resolved:** The working party will report at the December CPC meeting.

**82. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR'S DISCRETION**

No business was brought forwards.

**83. GROUP/REPRESENTATIVES REPORTS**

**Planning Control Matters**

**To Consider DNPA Planning Matters for Consultation**

**a) Ref: 0440/23 West Corndon, Chagford.**

Installation of new agricultural building

**Resolved:** To support this application.

**b) Ref 0437/23 Beverley House Chagford**

Installation of two rooflights

**Resolved:** To support this application.

**Refusal of Planning Permission**

**a) Ref: 0291/23 Teigncombe Farm, Chagford**

Change of use of land for the siting of two glamping pods. **Noted.**

**Listed Building Planning Conditions Discharged**

**a) Ref: 0348/22 (0347/22) Thorn Farmhouse. Noted.**

## **Reports**

### **a) New Councillor Training:**

Cllrs. Belinda Hayter Hames, Lark Ash- Mathews, Neil Smilie. The new Councillors presented their useful training to the Council. **Noted.**

### **b) Dartmoor National Parks Forum:**

Cllrs: Andrew Parrott, Neil Smilie attended this forum. They outlined the main points from the meeting including staff changes, issues, and future aims of the group.

## **84. ENVIRONMENT**

### **a) Jubilee Field Inspection Report – Cllr: Lark Ash Matthews**

Nothing of note to report. Cllr. Lark Ash Matthews thanked the community for the recent litter pick organised by Proper Job. **Noted.**

### **b) Public Convenience Inspection Report – Cllr: Lark Ash Matthews**

Nothing of note to report. **Noted.**

## **85. CLERKS/CHAIRMANS REPORT**

**a)** CPC decision making. The Chair asked that all reports are submitted ahead of the meeting to be pre-read. **Noted**

**b)** It was proposed that the finance working group become the finance committee, with autonomy over certain spending. This meeting will now be open to the public and minutes will be displayed. **Resolved:** This was proposed, seconded, and carried.

**c)** The Clerk reported back on her attendance at the Chagford Flea Market in November. This was a positive experience. The Clerk suggested that in future the Council would agree a topic for discussion for the first Friday of each month. (Please note in December it will be the second Friday). **Resolved:** The Bellacouch Carpark was agreed as the first topic (December 8<sup>th</sup>). Forthcoming topics may be led by the needs of parishioners.

## **86. REPORT FROM WDBC REPRESENTATIVE**

**a)** Jane Elliott, Councillor for WDBC. Report circulated prior to meeting. Resolved: the report will be displayed on the Parish Council noticeboard.

## **87. CORRESPONDENCE AND EMAILS**

**a)** Email from Devon and Somerset Fire and Rescue Service regarding a public survey– document circulated prior to the meeting. Noted QR code on Birdcage notice board. **Noted.**

**b)** Email from Devon Communities Together regarding membership prices – document circulated prior to the meeting. Resolved: An agreement to remain in membership was proposed, seconded, and carried.

- c) email from Gemma Bristow – WDBC regarding the Local Cycling and Walking Infrastructure Plan and map. Document distributed prior to the meeting. **Noted**
- d) Temporary Prohibition of through Traffic and Parking on Thursday 14<sup>th</sup> December for Chagford Late Night Shopping. The Square (between Pepperpot Gallery and Sally’s Newsagents) and the disabled parking bays in The Square. **Noted**
- e) Temporary Prohibition of through Traffic and Parking on Sunday 14<sup>th</sup> January 2024 until Wednesday 17<sup>th</sup> January for renewal communication pipe work. Lower Street, Chagford. **Noted**
- f) Email from Chagford Swimming Pool to say thank you for grant. **Noted**

**88. FINANCIAL MATTERS**

- a) Banking update (min 72c). Document circulated prior to the meeting. Cllr. Stuart Wright outlined two options for the reserves earmarked for a new graveyard: a high interest bank account or an equity option, where return is based on the stock market. **Resolved:** It was proposed, seconded, and carried that the high interest bank account is utilised.
- b) Scribe Accounting Package update (min 74b). The Clerk reported that the initial transfer to Scribe had gone smoothly. **Resolved:** The Clerk will enter all invoices for this financial year.
- c) Approval to pay WDBC for the hire of the polling station and payments to polling station staff – Chagford Parish Council Contested elections 04.05.23. **Approved**
- d) Approval to pay Source for Business – services to the Market House. **Approved**
- e) Approval to pay Ironmongery Direct – Baby Changing Unit. **Approved**
- f) Approval to pay Yappl Ltd – Parish Council mobile. **Approved**
- g) Approval to pay John Shears – clearance of storm debris and drain clearance. **Approved**
- h) Approval to Pay All Seasons – Works carried out to Jubilee Field and Cross Tree. **Approved**
- i) Approval to reimburse Cllr. Jill Millar – Title Register search – Ellis Drive. **Approved**
- j) Approval to donate to the RBL for a poppy wreath £40. **Approved**
- k) Approval for £100 petty cash. **Approved**
- l) Approval to pay £5 for attendance at flea market once a month. **Approved.**

**89. ACCOUNTS FOR PAYMENT**

£

a)	British Gas – electricity to Market House Toilets DD	68.83
b)	British Gas Lite – electricity to Ellis Drive Toilets DD	16.83
c)	Salary – Clerk	674.44
d)	Expenses- Clark	20.00

e)	Source for Business – services to Market House	184.18
f)	Ironmongery Direct – Baby Changing Unit	456.12
g)	Yappl Ltd. – Parish Council mobile phone rental plus statement	18.00
h)	John Shears - clearance of storm debris and drain clearance	300.00
i)	All Seasons – Works carried out to Jubilee Field and Cross Tree	1806.00
j)	Jill Millar – reimburse for Title Registry search – Ellis Drive	14.95
k)	British Gas – electricity to Market House Toilets DD	61.12
l)	British Gas – electricity to Market House Office DD	23.32

## Part II

- a) Tender requiring agreement – Tree management Bellacouch Car Park.  
**Resolved:** It was proposed, seconded, and carried to tender for the management of the trees. **Resolved:** The Clerk will inform the residents and legal owners of the houses on Bretteville Close. The Clerk will display the Tender Notice.
- b) Tender requiring agreement – Handyman/Odd job person required for various tasks in Chagford, not able to be carried out by members of the Council. **Resolved:** It was proposed, seconded, and carried to tender for a handyman/Odd Job person. The Clerk will display the Tender Notice.
- c) 1 Market House Update – new expression of interest from a parishioner.  
**Resolved:** The Clerk to agree timings for signing the lease and opening 1 Market House.
- d) Clerk’s salary. The clerk’s working hours were discussed, and agreement was reached to review her salary to recognise the hours worked. This will be reviewed regularly.

**The meeting closed at 9.27pm.**

Date ..... Signed .....

### AT THE CLOSE OF THE MEETING THERE WAS AN OPEN FIELD TRUSTEES MEETING

The Open Fields were closed on 5<sup>th</sup> November 2023. All fields were in order.  
**Resolved:** The Clerk to send a map of the Open Fields to all Councillors.  
The Clerk to display a notice informing the open fields are now closed.