

**Minutes of the Regular Meeting of the Chagford Parish Council
held at Endecott House on Monday 13th December 2010 commencing at 7.30pm.**

Present: Cllrs Bleakman (Chairman); Coombe; Davies; Geering (until min 268); Mrs Haxton; Mrs Hill; Jeffreys; Mrs Milton; Parrott; Perryman (after Min247); Sampson; Ms Thorn.

Apologies for absence There were no apologies for absence

In attendance – the Clerk Mrs Stone.

244 DECLARATION OF INTEREST

- a) Cllr Mrs Hill declared an interest in Min 268
- b) Cllr Jeffreys declared an interest in Min 268
- c) Cllr Parrott declared an interest in Min 267
- d) Cllr Sampson declared an interest in Mins 249; 252c; 268;

245 CONFIRMATION OF THE MINUTES

- a) The Minutes of the Regular Meeting held on 8th November 2010 were confirmed as a true record and signed subject to an amendment to line 38 of Min 214 to read “there was no more information available”.
- b) The Minutes of the Extraordinary Meeting held on 22nd November 2010 were confirmed as a true record and signed.

MATTERS ARISING

246 Royal British Legion Service of Remembrance

Cllr Bleakman reported that the Remembrance Service was well attended. Some confusion arose concerning the time for attending the ceremony at the memorial and this would need to be addressed next year. This being a service of National Remembrance it was beholden for the arrangements to be made with greater liaison between the parish priest and the Chairman as well as the Royal British Legion. **Noted:**

247 WDBC Strategy Group Review of Parking Charges. (Min 224 refers)

Cllr Bleakman circulated a report of the WDBC Strategy Group Meeting held on 29th November 2010. Attention was drawn to DCC proposals to introduce on street parking charges in coastal and market towns, which, if accepted, will be introduced early in the New Year. There is no intention at present to increase charges in the local car park but this matter will be discussed further at a meeting to be held in February. **Noted:**

248 Public Transport Services (Mins 157; 189 refer)

Cllr Davies drew further attention to the need to co-ordinate local current bus services to include links to Chagford and referred to letters received from local residents concerning difficulties experienced in connecting to services which would enable them to travel to Exeter and Okehampton. He stressed the need for representation to lobby a seminar to be held in the New Year

Resolved: i) This matter to be an Agenda item for the Parish Assembly meeting to seek views of those present; ii) Cllrs Mrs Hill and Davies to meet a representative of the DCC on 10th January 2011 to discuss the way forward.

Cllr Sampson declared an interest in the following item and left the room

249 Stannary Place/Market Field Parking Issues (Mins 188 & 216 refer)

Notes of an informal meeting held on 22nd November 2010 with residents and owners of properties in Stannary Place and the Market Field were circulated to all members. Considerable discussion ensued with all present being given an opportunity to express their views on difficulties being experienced with regard to reasonable access to their

properties for personal use and the delivery of services, particularly with regard to missed refuse collection caused by obstruction at the junction with New Street. A formal request was made that the Highways Department should be approached to add the area to that currently covered by a Traffic Control Order. Options were offered to the meeting for consideration – i) To leave matters as they are at present; ii) Residents to manage the situation collectively and iii) to seek an extension of the Traffic Control Order.

Resolved: By a vote of 8 to 2, to seek an extension of the existing Order.

Arising: This matter to be brought to the Highways Department's attention, early in the New Year, following a further survey to be held in other areas affected by specific parking problems.

Cllr Sampson returned to the meeting

250 Provision of additional Grit Bins (Mins 199a) ii & 228 refer)

It was confirmed that the salt bin replacement at Grammars Lane was now in situ and a bag of salt has been deposited at the junction with Nattadon Road. Concern was expressed at the absence of sufficient salt for Waye Hill and the number of bags distributed this year was questioned. It was also noted that bags being deposited by the Highways Department were being removed by local people for use on their own premises to the detriment of public safety.

Resolved: The Clerk to enquire from Cllr Mc Innes whether there has been a reduction in the number of salt bags distributed this year.

251 COUNCILLORS QUESTIONS

Reference Standing Orders 10b

No questions were raised.

GROUP/REPRESENTATIVES REPORTS

PLANNING MANAGEMENT & development control matters

252 Development Control - Cllr Bleakman

- a) Cllr Bleakman reported the recommendations of the planning inspection meeting held on 1st December 2010 attended by Cllrs Bleakman (Chairman); Mrs Milton & Parrott.

0550/10 The Shallows, Teigncombe, Chagford

Proposed relocate front door of property with new porch, plus dormer with balcony.

Resolved: The Council supports this application.

Cllr Geering joined the inspection team for the following item

- b) **0554/10 The Three Crowns, Chagford**

Resolved: The Council supports the proposed development, which in its opinion protects the historic structure of the building and enhances the external visible elevations, whilst updating the hotel to modern standards. The Council believes that the proposed development satisfies DNPA Core Policies COR 4 & 5 and retained Policy BL6.

The Planning Inspection Group did not visit this site as they had visited on the previous two occasions. The Group held a virtual electronic meeting where they considered the changes in this application compared with the approved plans. Cllrs Bleakman (Chairman); Davies, Mrs Hill and Mrs Milton were involved in creating the recommendation.

Cllr Sampson declared an interest in the following item and left the room

- c) **0586/10 Upalong, Chagford**

Proposed erection of replacement dwelling.

Resolved: The Council has no reason to object.

- Cllr Sampson returned to the meeting.
- d) **0497/10 & 0498/10 Mill Pond, Chagford – Amended plan for information only.**
Proposed repairs and alterations. **Noted:**
 - e) **0523/10 Higher Shapley, Chagford – Revised plan for information only. Noted**
 - f) **0497/10 Millpond, Chagford - Revised plan for information only Noted:**
- 253 DNPA decisions on open applications**
Grant of Listed Building Consent
0498/10 Mill Pond, Chagford Noted:
Proposed installation of biomass boiler in existing garage/workshop with associated flue.
- 254 Grant of Conditional Planning Permission**
0497/10 Mill Pond, Chagford Noted:
Proposed installation of biomass boiler in existing garage/workshop with associated flue.
- 255 Distribution of Planning Inspection Group Reports**
A proposal that Inspection Group Reports should be distributed by electronic mail was discussed and accepted. Hard copy would be available to Councillors who make a specific request on a case-by-case basis. **Noted:**
- 256 Areas of Historic Setting** (Mins 194 & 219 refer)
The Clerk circulated copies of the letter sent to the Historic Buildings Officer seeking information on the classification of “Areas of Historic Setting”. To date there has been no reply.
Resolved: To await a reply and place this item on the March Agenda.
- 257 DNPA/Parish Council Meetings – 16th November 2010.**
To answer questions regarding the meeting between DNPA and Town & Parish Councils held on 16th November 2010.
Resolved: To defer this item to the January Agenda.
- 258 DNPA consultation regarding Parish Council priorities for 2011/12 and beyond**
At the above referenced meeting held on 16th November 2010, the DNPA requested that Parish Councils comment on DNPA priorities for the next financial year and beyond and to provide ideas for income generation, efficiency savings & new ways of working. Input to be made on 14th December 2010. Cllr Mrs Hill indicated that cuts of 25 – 30% over a 4 year period are being considered and attention being given to the top 10 priorities with the emphasis being on community sustainability. We are to be kept informed as details become defined. **Noted:**
- 259 Parish Planning Survey 2010**
A questionnaire received from DNPA requested the Council's opinion with regard to management and procedures of the DNPA Development Control and future planning system. The Chairman summarised the contents of the questionnaire to the meeting for approval.
Resolved: The completed questionnaire to be submitted to the DNPA.
- 260 DNPA Forum – 26th November 2010.**
Cllr Parrott circulated details of the meeting held on 26th November which included an interesting talk by Tony Halse, Head of Conservation Works, who drew attention to an inevitable reduction in their services in future due to funding cuts. There is to be widening participation in removing barriers to access. **Noted:**

GENERAL PURPOSES & POLICY MATTERS

261 Eastern Links Committee

Cllr Mrs Hill circulated copies of her report on the Eastern Links Committee Meeting, held on 18th November 2010, to all members, by e-mail on 21/11/10. Topics discussed ranged from the new waste contract; police report on Chagford crime figures; the federation of schools and the road safety audit.

The roundabout and slip roads at Whiddon Down have now become the responsibility of the South West Highways as the three year term has ended with the Department of Transport. There were six reported injury accidents in the first year but no reported accidents in the subsequent 2 years. South West Highways are now aware that evidence exists of drivers overshooting turnings and for this purpose signage to Exeter, Okehampton and the service station are to be reviewed. Parishes will be consulted.

Noted:

The Chairman thanked Cllr Mrs Hill for her detailed report.

262 Future of Sensory Bus Service - Cllr Bleakman

Parishioners have raised a question regarding the future of the Sensory Bus service in Chagford. The Chairman and Cllr McInnes have conferred on the importance of this service to the community who will have limited access if it is removed locally. Cllr McInnes has indicated that he is keeping a watching brief on the matter and will keep the Council informed of any decisions taken.

Resolved: Cllr McInnes to be informed that the Council will offer any support needed to retain the service. Cllr Sampson to be kept informed on the matter.

263 SWLC – Democracy Pack

Guidelines received from WDBC for the conduct of Local Elections in May 2011. Suggestions range from holding public awareness meetings to encourage participation Advertising locally; hold an informal open evening for potential candidates to be followed by a meeting of new members to familiarise them with Council procedures etc

Resolved: To place this item on an Agenda in the New Year.

264 Royal Wedding – 29th April 2011

Resolved: This item deferred to January Agenda.

265 DALC Meeting 29/11/10

Cllr Mrs Hill circulated a report on the DALC Meeting on 29th November 2010 during which Jay Talbot gave a presentation on “The Big Society”. This is not a government programme but a vision of how to shape local Authorities to greater advantage. Parish Councils will come under increasing pressure to take on more and more responsibilities. The aim is to give Communities more power encourage people to take an active role in their community; transfer power from central to local government and support Co-ops, Charities and Social Enterprise. There has been no mention of money being provided to fund these aims.

Resolved: The Chairman; Vice-Chairman and Ward Councillor to keep a watching brief and report back as necessary.

FINANCIAL MATTERS

266 Finance Group Report

Cllr Mrs Hill presented the recommendations outlined in the Finance Group report (circulated) following its meeting held on 24th November 2010. They were as follows:-

- i) Printing and Stationery costs to be reduced by e-mailing planning reports. Hard copies to be obtained from the Clerk if required.
- ii) Parish Assembly printing costs to be reduced by alternative means – yet to be decided.
- iii) To review room hire costs and possible increases in Insurance premiums.

- iv) To meet increased costs of Cllrs training (new and existing) following the forthcoming election.
- v) To negotiate a tender for the Jubilee Field Maintenance Contract.
- vi) To set aside the sum of £5,000 for removing and replanting the hedge against the Health Centre and rebuilding the skate park bank.
- vii) To continue to place funds in the capital account to offset future needs for play equipment.
- viii) To provide funds for trimming the oak tree at Cross Tree following advice from a tree specialist and to curtail bracken and withys on Padley Common.
- ix) To allocate grants for the Swimming Pool; the PCC; West Devon CAB; the Business Association; Okehampton Transport Ring and Ride.
- x) To set aside the sum of £500 for purchasing additional salt bins and salt.
- xi) To maintain the Precept for 2011/12 at £29,500

Resolved: a) To adopt the report and approve an application for the precept of £29,500;
 b) items (viii) and (x) to be placed on the January Agenda.
 Cllr Parrott declared an interest in the following item.

267 Parish Calendar

Request received for funding for Parish Calendar.

Resolved: To include this item in forthcoming Grant allocation.

Cllrs Mrs Hill; Jeffreys and Sampson declared an interest in the following item and left the room.

268 Chagford Combined Charity

A request for funding towards installation of a loft ladder for Endecott House has been received from the Parochial Church Council. It is understood the overall cost is likely to be in the region of £150.

Resolved: The Council to make a Grant of £150 for the ladder in recognition of the use made of Endecott House for storage facilities and in the interest of safety.

Cllrs Mrs Hill; Jeffreys and Sampson returned to the meeting.

Cllr Geering left the meeting at this point.

ENVIRONMENT MATTERS

269 Environment Group Report

Cllr Coombe gave a report on the meeting of the Environment Group held on 9th December 2010. A specification was produced for a new Maintenance Contract for the Jubilee Park Playing Field, tenders to be sought in the New Year. A separate budget is required for the maintenance of hedges in the field especially as attention will soon be required for the hedge and wall adjoining the road on Rectory Hill.

Resolved: i) The Clerk to seek tenders for the maintenance contract; a fund for hedge maintenance be referred to Finance.

270 Snow/Ice Clearance

a) Advice received from the Council's Insurers advised the Council of the implications of snow/ice clearance in the event of accidents occurring on cleared ground. **Noted:**

b) A legal briefing was received from the NALC re responsibilities for snow and ice clearance. **Noted:**

c) Road Clearance Problems As a result of the considerable difficulty in maintaining satisfactory road conditions it was agreed that the situation should be reviewed in order to learn from the experience should the need arise in the future.

Resolved: To place this item on the January Agenda.

271 Flood Prevention

An offer has been received from the WDBC for a supply of empty sandbags and a dumpy bag of sand for use in the event of flooding. A supply is already held by the Council at the fire station. **Noted:**

272 Woodland Trust Trees (Min 227c)

Cllr Coombe reported that trees received from the Woodland Trust had been planted on a turfed bank between the skate park and the tennis court in the Jubilee Field. by Cllr Mrs Hill; the Chairman; Cllr Ms Thorn; Cllr Mrs Milton and Cllr Coombe. Sadly, 2 days later, a group of children vandalised the area; damaged the bank by riding cycles over it; ripped up the turf and pulled out a number of the trees planted. The Chairman managed to save some of the trees, those that had not been thrown away or totally destroyed, and has temporarily bedded them elsewhere until such time as the damage can be restored. Subsequently, the Clerk received a personal apology from one of the parents of those responsible together with a number of letters of apology from the children concerned. It was suggested the children might participate in restoring the damage when the Council thinks it appropriate to do so.

Resolved: Cllrs Bleakman; Coombe; Mrs Haxton and Mrs Hill to meet the children in the company of the Youth Worker to rectify the damage done, and restore better relations.

273 Chestnut Tree – Jubilee Field

A request received from the Tennis Club to trim the chestnut tree near the courts was referred to the Trees and Landscape Officer at the DNPA for advice. An inspection the following day confirmed that it would be appropriate to trim three lateral branches and this would not require formal permission. However, it is advisable that the work be done by someone with experience in order to retain a reasonable appearance of the tree overall.

Resolved: The Clerk to inform the tennis club accordingly and advise that the person selected to do the work should liaise with Mr. Beasley.

274 NALC – Tree Preservation Orders; Proposals for Streamlining

The NALC advise of new proposals for streamlining tree preservation orders. **Noted:**

275 Jubilee Field Maintenance

Cllr Coombe reported caps missing from the senior multiplay; dowels needing attention on the W.I. seat and a bridge placed across the leat near the tennis court. Cllr Coombe removed the bridge.

Resolved: Cllr Bleakman to pass supply of caps to Cllr Coombe and the clerk to implement repairs to the seat.

276 Public Convenience Inspection Report

- a) Cllr Davies repeated previous concerns about the lack of proper cleaning in the toilets and had observed that on occasions, the cleaner spent insufficient time during his visits to carry out the necessary work. The reports have been e-mailed to the WDBC by the Clerk who received a visit from the Officer concerned and who expressed her concern at the sub standard service. She is to speak to the Contractor and will report further.

Noted:

- b) The Clerk informed the meeting that she was in receipt of a copy of the maintenance specification for the cleaning contract and it was very detailed. Copies have been forwarded to the Chairman and Vice Chairman and are available for any duty Officer, from the Clerk, if they wish to use it during their inspections. **Noted:**

CLERK/CHAIRMAN'S REPORT

277 Fernworthy Forest

Information has been received from the Forester that due to further deterioration in the woodlands at Plymouth, it will be necessary to fell from Fernworthy. The work will begin at the beginning of December through to Easter. No road works have been notified that will impede traffic through Chagford. **Noted**

278 Invitation to meet with Police Inspector

Invitation received (circulated 30/11/10) to attend informal 'get together' with the local police inspector and his team on Wednesday 15th December between 5 & 7pm

Resolved: Cllrs Mrs Haxton; Davies and Jeffreys to represent the Council.

CORRESPONDENCE/e-mails RECEIVED

279 Devon & Cornwall Constabulary

September Newsletter circulated to Members and **Noted:**

280 North East Dartmoor Community Land Trust

Information received concerning the formation of the NE Community Land Trust to further interests of Parishes requiring affordable housing. **Noted:**

281 ACCOUNTS FOR PAYMENT

£

The following accounts were approved for payment

a)	Mrs P. Stone – November salary	719.55
b)	Mrs P Stone – November post; electric; computer	33.56
c)	Neat Ideas – A4 envelopes; notebooks; document folders; desk pad.	50.37

282 PUBLICATIONS/INFORMATION RECEIVED

The following publications were made available to Members

- a) Came & Company – Parish Matters – Insurance Matters.
- b) DALC Newsletter – November/December
- c) Rural Housing Alliance – A Practical Guide for Parish Councils.
- d) DCC – Travelling in Winter.
- e) DNPA –Agendas 3rd December 2010
- f) Devon Information Security Partnership – DNPA Personal Information Security Policy.
- g) Standards Hearing Sub Committee Hearing 6th December 2010
- h) S. Devon & Dartmoor Safety Partnership Forum 10th February 2011.
- i) Village Green – December 2010.
- j) Junk Mail – Issue 5
- k) Local Council Review Winter 2010.

283 Part 11 Items which may be taken in the absence of the Public and Press on the grounds that Exempt Information is likely to be disclosed. Local Government Act 1972 Section 100(A) (4)

284 Jubilee Park Hedge/Fence Tender (Min 198a refers)

Two tenders were received for the removal of trees at the rear of the Health Centre and the construction of a fence between the Health Centre and the Skate Park.

The sums quoted were i) £1,360 exclusive of vat

ii) £1,650 exclusive of vat.

Resolved: The Clerk to notify Messrs Hi-Line that their quote in the sum of £1360 has been accepted and advise them to liaise with the Health Centre before commencing work to avoid possible disruption to their services.

285 Affordable Housing Working Group Report (Min 212 refers)

The report re affordable housing was deferred to a later Agenda due to delays in necessary information being received.

The Meeting Closed at 10.25pm

Confirmation of the Minutes

Dated.....

Signed.....