

**Minutes of the Regular Meeting of the Chagford Parish Council held at
Endecott House on Monday 14th August 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:
Cllr: Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Rachel Short, Cllr: Stuart Wright.**

**In attendance: Ruth Wright (Clerk), Jane Elliott (Councillor for West Devon
Borough Council), A director of Chagford Community Trust (Ralph Mackridge),
1 member of the public**

42 APOLOGIES FOR ABSENCE

Cllr: Dhevdhas Nair, Cllr: Neil Smillie sent apologies.

43. DECLARATIONS OF INTEREST

Cllrs. Mrs Gay Hill and Christine Malseed declared an interest in Agenda item
6(b).

Cllrs. Rachel Short, Lark Ash-Matthews and Christine Malseed declared an
interest in 11(j)

Cllr. Lark Ash- Matthews declared an interest in 6(f)

Cllr. Stuart Wright declared an interest in 10(a)

44. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 10th July
2023 were confirmed and signed as a true record.

45. MATTERS ARISING

a) Chagford Community Trust Chair (CCT) discussed the recently launched
community grants programme created and managed by the Chagford
Community Trust. The grants are offered to groups and projects - new or
established - that are working for the benefit of the people and environment of
Chagford and surrounding parishes. The current window for applications
finishes on the 15th of September and more applications are welcomed. The
next round of applications will be in April 2024. If anyone would like more
information, please visit the website (communitytrustchagford@gmail.com) or
speak to Ralph Mackridge.

Ralph Mackridge left the meeting at 7.40pm.

b) Update re Baby Changing Facilities in the female public toilet, Chagford
(see minutes 33b and 22b). Ruth Wright contacted the insurance
company. As the council is due a new insurance quote the insurance
company will provide one with baby changing facilities included and one
without.

Resolved: A decision on the baby changing unit, in light of the insurance quotes, will be on the agenda for the next meeting.

c) D-Day 80 – 6th June 2024. (See minutes 33a)

Cllr. Stuart Wright raised the point that we should support the global celebration of D- Day, including the lighting of a beacon. It was proposed that a sub – committee is set up to begin the preparation.

Resolved: The Parish Council will take part in the D-Day lighting of the beacon.

Resolved: a sub-committee will be organised in due time.

d) 1 Market Square update. Request from the current tenant to sell fixtures and fittings to the next tenant. **Noted.**

Proposal from a member of the parish that the space could be used as a tourist office, run by volunteers. Although the Council can see the need for tourist information it will first wait to see if there is interest from other sources.

Resolved: The Clerk will increase the amount of advertising for this retail space.

e) Market House Office update (see minutes 33e)

The dongle has been acquired for internet use, the clerk has a meeting table to install, therefore the office space is now ready to use. It was proposed the initial use of this office space should be by the Council Working Groups.

Resolved: Each group to elect a chairperson and organise the first meeting, and subsequent meetings approximately every three months thereafter, or more often as is necessary.

Resolved: the next meetings of working groups to take place in the office where possible. Groups to report back on the suitability of the space.

Finance – Cllr: Andrew Parrott, Cllr: Christine Malseed, Cllr: Mrs. Gay Hill and Cllr: Neil Smillie (next meeting 26.09.23)

Planning – Cllr: Andrew Parrott, Cllr: Mrs. Gay Hill, Cllr: Mrs. Gill Printy and Cllr: Lark Ash-Matthews.

Environment – Cllr: Belinda Hayter-Hames, Cllr: Christine Malseed, Cllr: Frances Everson and Cllr: Mrs. Gill Printy.

General Purposes – Cllr: Belinda Hayter-Hames, Cllr: Dhevdhas Nair, Cllr: Frances Everson, Cllr: Lark Ash-Matthews and Cllr: Neil Smillie

The Chair and Vice-Chairman to serve as ex Officio on the above groups.

f) Bank update

Lloyds Bank now has new signatories in place and is working well. Discussion over securing the best savings account for the balance kept in reserve.

Resolved: Cllr. Stuart Wright to investigate.

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

a) Proper Job music day would like to use Market House electricity supply.
Resolved: This was agreed

**47. GROUP/REPRESENTATIVES REPORTS
Planning Control Matters – Cllr. Andrew Parrott**

To Consider DNPA Planning Matters for Consultation

a) **0299/23 Berry Lane, Chagford:** Erection of covered porch and seating area in rear garden.

Resolved: To support this application

b) **0327/23 23 Lamb Park, Chagford:** Erection of a single-story rear extension, rear dormer porch and rooflights.

Resolved: To support this application

Grant of Conditional Planning permission

c) **0265/23 6 Lords Meadow, Chagford:** Part conversion of existing attached garage to provide home office, replacement of window in dining room with French door set and erection of garden shed. **Noted**

d) **0257/23 Land near Higher Stiniel, Chagford:** Construction of timber-framed packing shed and tool store to support community market garden. **Noted**

e) **0201/23 and 0200/23 4 Mill Street, Chagford:** To unseal and open two blocked internal doorways on the ground floor and return 4 Mill Street to its original state as a single dwelling. **Noted**

Grant of Listed Building Consent

f) **0266/23 Mill Pond, Mill Street, Chagford:** Replacement of decayed and crumbling chimney stack with new brick to match existing adjacent stack. **Noted**

Grant of Consent – TPO

g) **23/0049 1 Rushford Mill Cottages, Chagford:**

T1 European Beech – crown lift to 4.5m over the highway by removing tertiary and secondary growth only.

T2 European Beech – crown lift to 4.5m over the highway by removing two small primary limbs (max diameter 120mm) together with tertiary and secondary growth.

T3 English Elm – crown lift to 4.5m over the highway by removing tertiary and secondary growth only. **Noted**

Certificate of Lawful Use or Development

- h) **0246/23 Yellands Farm, Chagford:** Certificate of lawful use and development issued. **Noted**

48. REPORTS:

- a) **Jane Elliott** – Councillor for West Devon Borough Council
The first hub meeting took place. Housing will now be a priority issue – general housing, rentals and building development.
Cllr. Belinda Hayter-Hames proposed that the Council speak to members of the parish, to ascertain their views, in order to pass this on to WDBC and provide context to future meetings.
Resolved: General Purposes group to meet about this and about housing issues in general. Cllr. Frances Everson to lead.

Forest Sunday in the church on September 3rd to be promoted. **Noted**

Jane has provided a leaflet to explain the role of different bodies within the council.

Resolved: The Clerk will display this on the notice board and Cllr. Andrew Parrott to display on the website.

49. FINANCIAL MATTERS

- a) Approval to pay James Bowden and Sons for cleaning equipment.
Resolved: To approve payment
- b) Approval to pay John Shears for work carried out on drains and ditches.
Resolved: To approve payment
- c) Approval to reimburse Jill Millar for attendance of Cllr. Frances Everson, Cllr. Jill Millar and Cllr. Dhevdhas Nair on a course 'Creating Green and Resilient Communities'. **Resolved:** To approve payment
- c) Approval to pay All Seasons for works carried out on Jubilee Field and Cross Tree. **Resolved:** To approve payment
- d) Approval to pay DALC for attendance of Cllr. Neil Smillie on the 'Being a Good Councillor'. **Resolved:** To approve payment
- e) Approval to buy 'The Clerk's Manual 2023' for Ruth Wright. **Resolved:** To approve payment
- f) Approval to pay PKF Littlejohn LLP for professional services in relation to AGAR. **Resolved:** To approve payment
- h) Approval to pay Ruth Wright for purchase of Internet Dongle. **Resolved:** To approve payment

50. ENVIRONMENT

- a) Jubilee Field Inspection Report – **Cllr: Andrew Parrott**
The grass is holding up well considering weather. Handful of litter.
Equipment is in good order. Email received from parishioner about screws

coming away on skateboard park ramp. Nails have been taken out, some are missing, some are rusty.

Resolved: The Clerk to amend monthly checklist to highlight the need to check this aspect.

Resolved: the person on monthly duty to either fix or let the Clerk know who can then take further action.

Resolved: Cllr. Stuart Wright to locate the specific screws for use on the ramp.

- b)** Public Convenience Inspection Report – **Cllr: Andrew Parrott**
Working fine, water pressure is better. The handle in the ladies toilet is loose but works fine.

51. CLERKS/CHAIRMAN'S REPORT

a) The probationary period for the clerk expired on 1.08.23. Agreement required for the extension of employment on a permanent contract.

Resolved: This was agreed.

b) An away half day is proposed for council members. Sunday 8th October at 2pm was proposed and carried.

West Devon Borough Cllr. Jane Elliott has agreed to facilitate, would like to chat to everyone briefly first.

Resolved: RW to share contact details with Jane.

c) It has been suggested photos of councillors could be placed on the website for the purpose of greater transparency within the parish.

Resolved: everyone to send a photo to Cllr. Andrew Parrott for the purpose.

d) Update on Chagford Local Business Association.

LBA is folding, remaining funds will be used for a Chagford Tourism website.

Noted.

e) DALC AGM, Conference and Exhibition, 27th September 2023 at Exeter Racecourse. Would anyone like to attend? Tickets £45 +VAT

Resolved: The Chair and Clerk to attend. Ruth Wright to book up the tickets.

52. CORRESPONDENCE AND EMAILS

a) Email from Devon Highways re. update on dangerous section of highway in Chagford (see minutes 40i) This has been fixed but is of very poor quality.

Resolved: The Clerk to take a new photo and submit to highways.

Resolved: The Clerk to place details of the Highways website on the notice board.

b) Email from South West Water re. notification of road closure ref. LM501NC10217095 (subject to approval from Devon Highways) No. 5 The Square, Chagford between 30/10/23 and 03/11/23. **Noted**

- c) Email from Devon Highways re. temporary prohibition of through Traffic, The Square, Chagford between 30/10/23 and 03/11/23 to supply new water source. **Noted**
- d) Email from Nicky Scott regarding display of a poster aimed at the promotion of turning your car engine off when parked.
Resolved: Clerk to display on notice board.
Resolved: Clerk to contact Nicky Scott to ask shops and the school to display too.
- e) Email from David Boocock, Projects Manager at DNPA regarding the promotion of a mobile coverage checker within the parish.
Resolved: Clerk to display on notice board.
- f) Email from Lisa Schneidau and Tony Whitehead, Chagford Wildlife Wardens Network regarding a request to CPC for funding support. The Council are not opposed to the project but suggest that the Network could ask for a donation or organise a coffee morning in the first instance.
Resolved: Clerk to write to the Network to explain Council decision.
- g) Email from a parishioner regarding graffiti on Nattadon Hill
Council showed concern and will ensure we pass on any reports of new graffiti. **Noted.**
- h) Email from Naomi Stacey, West Devon Borough Council regarding an application for a new premises licence from Trustees & Management Committee of Broadwoodkelly Parish Hall for Broadwoodkelly Village Hall, Broadwoodkelly, Winkleigh, EX19 8ED
Note: Incorrectly added to agenda, therefore not discussed.
- i) Email from Rev'd C. Edwina Fennemore regarding promotion of 'Forest Sunday' to ensure a wider group of people are aware of the service and keen to share/connect with the vision behind it- church/ community/ individuals encouraged to continue on the journey of reducing our carbon footprint. **Noted.**
- j) Email from Chair of Chagford Swimming Pool requesting funding to cover shortfall in income. The Council discussed the community benefit of retaining the swimming pool. **Resolved:** It was agreed to give £3000.
- k) Email from Devon Transport Co-ordination Service regarding bus service changes from 03.09.23. Changes for the route through Chagford are minimal.
Resolved: Cllr. Andrew Parrott to display on the Parish Council website.

53. ACCOUNTS FOR PAYMENT (£)

a)	James Bowden and Sons	25.55
b)	Ruth Wright - salary	674.44
c)	Cllr. Jill Millar – reimbursement for Black Mountains College training (Cllrs. Jill Millar, Frances Everson, Dhevdas Nair)	150.00
d)	Source for Business – services to Market House	880.58
e)	John Shears – for work carried out on drains and ditches	350.00
f)	DALC – for course attended by Cllr. Neil Smillie	90.00

g)	British Gas – services to Market House Toilets	20.40
h)	DD British Gas - services to Ellis Drive	20.38
i)	All Seasons – work carried out on Jubilee Field and Cross Tree	510.00
j)	DD Plusnet – broadband and calls	26.40
k)	DD British Gas – services to Market House Office	15.51
l)	PKF – for professional services in relation to the Annual Governance and Accountability return	378.00
m)	Ruth Wright – reimbursement for dongle for Market House Office	89.95
n)	Ruth Wright – reimbursement for The Clerks Manual 2023	50.00

The meeting closed at 9.15 p.m.

Date **Signed**

DRAFT