

Minutes of the Regular Meeting of the Chagford Parish Council (CPC) held at Endecott House on Monday 14th October 2024 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: Dhevdhas Nair, Cllr: Andrew Parrott, Cllr: Neil Smillie, Cllr: Stuart Wright.

In attendance: The Clerk, Ruth Wright, Jane Elliott, West Devon County Council, Right Reverend Nicholas McKinnel, St Michael the Archangel Church.

Before the meeting started Rev. Nick McKinnel articulated areas where the parishioners of Chagford may be experiencing difficult times and also outlined ways in which the Church and Council could be mutually beneficial.

74. APOLOGIES FOR ABSENCE

- a) Cllr: Mrs Gill Printy (illness, approved).
- b) Cllr: Rachel Short (holiday, approved).

75. DECLARATIONS OF INTEREST

There were no declarations of interest.

76. CONFIRMATION OF THE MINUTES

- a) The Minutes of the Regular Meeting held on Monday 9th September 2024 were confirmed and signed as a true record.

77. MATTERS ARISING

a) Update on clearance of the leat. The top part of the leat was stripped bare a short time ago and is now beginning to look good. The lower part of the leat will now be left until the Spring. Members of the public asked for clarity about responsibility for the various areas of open space at Bellacouch. **Resolved:** There is a map in circulation which outlines the areas of the Parish Council's responsibility. Areas for which the Parish Council have responsibility will be maintained in April/May, June, July and September. The leat will be kept clear, and the Council will adhere to safety precautions when removing vegetation.

b) Neighbourhood Planning. Discussion took place regarding the advantages and disadvantages of undertaking a Neighbourhood Plan initiative. The advantages discussed were the autonomy (with obvious constraints) in terms of planning initiatives for Chagford. The disadvantages lie in the amount of work and time it takes. It would require leaders within the community to take this forward. **Resolved:** Councillors to take time to investigate other neighbourhood plans, chat to members of the community and return to this in January 2025. To invite Dean Kinsella and Liz Payne (both from DNPA) to come and chat at the January meeting.

8pm – a member of the public arrived so the agenda returned to item 77a.

Discussions centred around the maintenance of the leat. **Resolved:** leave the contracting of the lower part of the leat until the Spring but mend the steps in the meantime.

c) Update on EV chargers, Bellacouch carpark. Both the pay and display, and the EV charging machines have now been installed. There has been an extra cost of £1200.00 due to the initial installation point being too close to the existing wall, therefore a new site was required. National Grid will connect the power. Approval required for British Gas Business to install a connection, a new meter and supply the electricity. This will take a few weeks. There is also a need for WDBC to ensure the

carpark is registered with the national carparks. **Resolved:** Approval proposed and carried for works by British Gas.

d) Padley Common update from the working party on progress made. The initial meeting for volunteers has moved to 6th November 1pm – to 3.30 pm, at the entrance to Padley Common by the kissing gate. Permission to carry out the proposed works has been granted from Natural England. Expected costings are approximately £9,000.00. If the FIPL grant application is successful, 80% of the cost would be donated. The Council would need to pay the additional 20%. There will also be an ongoing amount required for maintenance. **Resolved:** The costings were proposed and carried.

e) Update on footpath sign from Factory Bridge towards Chagford. The sign has been approved and will be mounted on the gate coming out from the river path. It will be on oak and hot poked in. The cost will be between £100- £150. **Resolved:** This was proposed and carried.

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

a) Social Health Learning Conversation by Wellmoor on 22nd October between 1pm and 3pm, Jubilee Hall. Helps to build connectivity around social health.

Resolved: Cllr. Christine Malseed is happy to attend.

b) Micro grids and grant application. The current window has closed; this raised the question over how Councillors seek approval to apply for funding in order to move quickly when required. **Resolved:** extraordinary meetings seem the most logical way of moving forwards.

c) Planning Control Matters

Consider DNPA Planning Matters for Consultation:

Full Planning Applications:

Ref: 0373 Teigncombe Manor, Chagford

Proposed: Various landscaping and construction work including formation of a new entrance and new parking area, alteration of existing entrance, extension to existing workshop, formation of terrace, relocation of existing greenhouse, replacement window, erection of a new garden pavilion and installation of air source heat pumps and solar array

Resolved: Chagford Parish Council support this application.

79. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation:

Full Planning Applications:

a) Ref: 0382/24 Land at Weddicott, Chagford

Proposed: Agricultural building with access track.

Resolved: Chagford Parish Council support this application, with concerns about the access and the length of the drive

80. CLERKS/CHAIRMANS REPORT

a) Remembrance Sunday is on Sunday 10th November. Approval sought to buy a wreath and to give a donation. **Resolved:** Agreed. Councillors agreed to sweep Cross Tree in readiness for the service at 9am on Saturday 9th November. **Noted.**

b) S106 payment of £10,000.00 from CG Fry's has been agreed. **Noted.**

c) Parish Council away evening is on the 18th November at The Globe, 6.30pm. For discussion: working groups, action plan, summary of 'one to one' meetings.

Noted.

d) Reminder to all Councillor's to use parish council email addresses. Reminder to set up a link for easy access to parish emails. **Noted.**

e) Devon Communities Together. Opportunity to apply for a small grant in order to purchase a new notice board for the entrance to Jubilee Field. Cllr. Christine Malseed is devising the wording for the board. **Resolved:** Proposed and carried. The Clerk will complete the application form.

9pm – Rev. Nick McKinnel left the meeting.

81. FINANCE REPORT

a) Report from the Finance Committee meeting on the 23rd September. Finances for June, July and August were reconciled. A couple of anomalies have now been corrected. Unity Bank needs another signatory. It was agreed Cllr. Christine Malseed should be the new signatory. **Resolved:** This was proposed and carried. It was proposed the Clerk should have read only access. **Resolved:** This was proposed and carried.

b) The 2nd Precept instalment has been received. **Noted.**

c) Current financial situation at the end of the first half of the financial year. Budgetary considerations were discussed. The Council is on track compared to this time last year, with an increase in spend at just under 10%. **Noted.**

d) Consideration for becoming VAT registered was discussed. **Resolved:** This was proposed and carried.

e) The AGAR has been completed and published for financial year 2023/24, with no outstanding actions. **Noted.**

82. ENVIRONMENT REPORT

a) Jubilee Field Inspection Report – **Cllr: Jill Millar.** There are just a couple of issues:

Sign to the skatepark is wobbly and needs fixing – **Resolved:** the handy man will be asked to mend this.

Fence top at the top of skatepark is missing – **Resolved:** a local contractor will be asked to mend this.

Netball post very wonky – no action required. **Noted.**

4 seat roundabout needs fixing – **Noted.**

b) Public Convenience Inspection Report – **Cllr: Jill Millar.** The gent's toilet continues to cause problems. The Council thanked Cllr. Mrs Gay Hill for her work to ensure the toilets could remain operational. **Resolved:** The Clerk to write to WDBC to discuss the issues occurring and how these can be prevented.

83. REPORT FROM WDBC REPRESENTATIVE

a) Report from WDBC representative – Cllr. Jane Elliott. From a WDBC perspective there is concern about lack of winter fuel payments this year. Jane asked the Council to be mindful of who in the locality may be facing difficulties. **Noted.**

Jane has the portfolio for community wellbeing within her remit. She is trying to understand where there are pockets of need and what support already exists. A company called MyCake uses existing data to discover where grant application monies are allocated – approximately £8-9 per person is allocated in Devon, far lower than the national average. There is work needed to encourage local groups to apply and obtain more grant funding. **Noted.**

84. ANY OTHER REPORTS

a) Report from the DALC conference. Cllr. Mrs Gay Hill represented Chagford Parish Council. Issues discussed included:

- DALC has lost some membership. The Association has a new director.
- Devolution deal
- Extra funding for highways –£12m has been made available for roads.
- Unclassified roads are in need of immediate attention (26% of Devon roads are unclassified).
- streetlighting and an awareness of night skies.
- Need for all Parish Councils to have an emergency plan.
- Second home owners will be paying double council tax for next financial year– WD have decided to earmark this extra income for housing.

Noted.

85. CORRESPONDENCE AND EMAILS

a) Email from Devon Highways – temporary prohibition of through traffic from Monday 4th November to Saturday 9th November for drainage works between Whitebury House to Halfway House, Moretonhampstead. For additional information call 02033077869 Ref: TTRO2459407 . **Noted.**

b) Email from Devon Highways – temporary 10MPH speed limit and temporary 40MPH speed limit from Monday 11th November to Friday 15th November for drainage works between Whitebury House to Halfway House, Moretonhampstead. For additional information call 02033077869 Ref: TTRO2459499. **Noted.**

c) Email from Devon Highways – temporary prohibition of through traffic from Thursday 2nd January to Thursday 17th April 2025 for gas main replacement works on Mill Street, Manor Road and the Square (at different times). For additional information call 08009122999 Ref: TTRO2557061. This is a significant undertaking and will require the Clerk to lead on communication with Wales and West Utilities. **Noted.**

d) Email from Museum of Dartmoor Life in Okehampton. There is an event on Tuesday 22nd October, Councillors are invited to drop in between 3pm and 7pm to see their exhibition (Magic and Myth). **Noted.**

e) Email from Devon County Council – Public Consultations on Devon and Torbay Local Transport plan (to achieve net zero in transport), and Devon Countywide Local Cycling and Walking Infrastructure Plan (LCWIP), starting 1 October 2024 until 30 November 2024. The following link provides more information and access to the questionnaires:

[Transport and roads Archives - Have Your Say \(devon.gov.uk\)](https://www.devon.gov.uk/transport-roads-archives). **Noted.**

86. FINANCIAL MATTERS

a) Approval to pay Source for Business – services to the Market House. **Approved.**

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

c) Approval to pay British Gas – electricity to Market House Toilets. **Approved.**

d) Approval to pay British Gas – electricity to Market House Office. **Approved.**

e) Approval to pay DALC for attendance of the Clerk at 2 VAT training sessions. **Approved.**

f) Approval to pay Information Commissioners Office for Data Protection fee. **Approved.**

g) Approval to West Devon Borough Council for the emptying of bins. **Approved.**

h) Approval to pay PKF Littlejohn LLP for limited assurance review of AGAR. **Approved.**

i) Approval to pay All Seasons for works to Jubilee Field and Cross Tree. **Approved.**

j) Approval to pay All Seasons for works to Bellacouch open spaces. **Approved.**

k) Approval to pay West Devon Borough Council for Chagford Parish Council elections May 2023. **Approved.**

- l) Approval to pay HMRC PAYE for quarter 2. **Approved.**
 m) Approval to pay Ground Control for installation works to Bellacouch Carpark. **Approved.**
 n) Approval to pay British Gas for installation of a new meter for the Bellacouch Carpark machines. **Approved.**

Receipts:

- a) Precept £35,000.00. **Noted**

87. ACCOUNTS FOR PAYMENT	£
a) PKF Littlejohn LLP for limited assurance review of AGAR	378.00
b) Source for Business – services to the Market House	310.00
c) British Gas Lite – electricity to Ellis Drive Toilets	16.70
d) British Gas – electricity to Market House Toilets	74.89
e) British Gas – electricity to Market House Office	17.80
f) EE LTD – Parish Council mobile phone	23.30
g) West Devon Borough Council for the emptying of bins	1336.61
h) Information Commissioners Office for Data Protection fee	40.00
i) Ruth Wright – Clerk’s Salary	1091.55
j) Ruth Wright – Clerk’s expenses	20.00
k) DALC for attendance of the Clerk at 2 VAT training sessions.	84.00
l) HMRC PAYE months 4,5 and 6	195.54
m) All Seasons - works to Jubilee Field and Cross Tree	1476.00
n) All Seasons - works to Bellacouch open spaces	649.20
o) West Devon Borough Council - contested elections	1514.51
p) Ground Control for installation works to Bellacouch Carpark.	29564.33
q) British Gas for installation of a new meter for the Bellacouch Carpark machines.	156.00

The meeting closed at 9.30 pm.

Date **Signed**

**AT THE CLOSE OF THE MEETING THERE WAS
 AN OPEN FIELD TRUSTEES MEETING
 It was agreed to walk the open fields on Sunday 3rd November at 10am**