

**Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 15<sup>th</sup> May 2023 commencing at 7.30 p.m.**

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

**In attendance:** The Clerk, Mrs. Sarah Curtis/Ruth Wright, Cllr: Jane Elliott, West Devon Ward Member and two members of the public.

**1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR**

Nominations were requested for the nomination for the position of Chairman. Cllr: Stuart Wright proposed and Cllr: Neil Smillie 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-CHAIRMAN FOR THE ENSUING YEAR**

Cllr: Jill Millar took the Chair and asked for nominations for Vice-Chairman. Cllr: Christine Malseed proposed and Cllr: Frances Emerson 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), Cllr: Lark Ash-Matthews, Cllr: Frances Everson, Cllr: Belinda Hayter-Hames, Cllr: Mrs. Gay Hill, Cllr: Christine Malseed, Cllr: Mrs. Gill Printy, Cllr: Neil Smillie and Cllr: Stuart Wright.

**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 17<sup>th</sup> April 2023 were confirmed and signed as a true record.

**7. APPOINTMENT OF WORKING GROUPS**

**Resolved:** that the Membership of the 2023/24 Working Groups should be as follows:-

**Finance** – Cllr: Andrew Parrott, Cllr: Christine Malseed, Cllr: Mrs. Gay Hill and Cllr: Neil Smillie

**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 Chairman and Vice-Chairman to serve as ex Officio on the above groups. Groups are advised to meet every three months or more often as necessary, each group should nominate the Chairperson.

## 8. **APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES**

**Resolved:** that the council be represented on outside bodies for the ensuing year by the following persons:-

- I. **Dartmoor National Park Communities Forum** – Cllr: Andrew Parrott and Cllr: Neil Smillie.
- II. **Jubilee Hall Trustee** – Cllr: Lark Ash-Matthews
- III. **Chagford Recreational Trust** – Cllr: Jill Millar (Chair).

## 9. **APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES**

- I. **Chagford Combined Charity** – Cllr: Kevin Coombe, Mr. Robert Sampson and Mr. Rod Webber.
- II. **Friends of St. Michael's** – Cllr: Belinda Hayter-Hames
- III. **Providence School Charity** – Cllr: Mrs. Gay Hill and Mr. Robert Sampson.

## 10. **VENUE AND SCHEDULE OF COUNCIL MEETINGS FOR 2023/24**

a) To confirm the dates for Regular Council Meetings to be held in Endecott House:

12<sup>th</sup> June, 10<sup>th</sup> July, 14<sup>th</sup> August, 11<sup>th</sup> September, 9<sup>th</sup> October, 13<sup>th</sup> November, 11<sup>th</sup> December 2023, 8<sup>th</sup> January, 12<sup>th</sup> February, 11<sup>th</sup> March, 8<sup>th</sup> April, 13<sup>th</sup> May 2024.

b) The following dates to be reserved for Extraordinary Meetings if required: 26<sup>th</sup> June, 24<sup>th</sup> July, 25<sup>th</sup> September, 23<sup>rd</sup> October, 27<sup>th</sup> November 2023, 22<sup>nd</sup> January, 26<sup>th</sup> February, 25<sup>th</sup> March, 22<sup>nd</sup> April 2023.

### c) **2024 Annual Parish Assembly Meeting**

The date and venue for the Annual Parish Assembly Meeting in 2024 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 18<sup>th</sup> April 2024.

### d) **Beacon to celebrate 80 years of D-Day.**

The date for the lighting of the Beacon to celebrate 80 years of D-Day. **Resolved:** a Beacon will be lit on 6<sup>th</sup> June 2024.

## 11. **MATTERS ARISING**

### a) **Coronation of King Charles III (Min: 142(b) refers)**

The Coronation was celebrated in style with a lunch for the Parish on Sunday 7<sup>th</sup> May 2023 with approximately 200 Parishioners attending and a picnic at Chagford House on Monday 8<sup>th</sup> May 2023. The Chair thanked Cllr: Mrs. Gay Hill for organising the events and the food. **Noted.**

**b) Annual Parish Assembly – (Cllr: Mrs. Gay Hill)**

Cllr: Mrs. Gay Hill reported that the Annual Parish Assembly went well with interesting speakers including Dr. Kevin Bishop, DNPA, Neil Loden, Chagford Church and Churchyard Trust, Cllr: James McInnes, DCC and Cllr: Nicky Heyworth, WDBC. **Noted.**

**c) The Office, Market House**

The Office in the Market House has now been cleared and ready for the Parish Council to use. The space is in need of a clean and paint before a desk etc can be moved in. **Resolved:** a working party will clean on Saturday 20<sup>th</sup> May 2023 from 2.00 p.m. until 4.00 p.m.

**12. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN' DISCRETION**

- a) Approval to pay Source for Business for services to the Market House. **Resolved:** to approve payment.
- b) Approval to pay All Seasons for grass cutting. **Resolved:** to approve payment.

**13. GROUP/REPRESENTATIVES REPORTS**

**Planning Control Matters – Cllr: Gay Hill**

**To Consider DNPA Planning Matters for Consultation**

**a) Ref: 0428/22 20 Manor Drive, Chagford**

addition of attached garage. **Resolved:** to object to this application due to the size of the dwelling and the unbalanced appearance is not in keeping with the area. DMD5 Ensuring the site layout is to scale and design and conserves what is special about the area, DMD 24 Will not adversely affect the appearance of the dwelling its curtilage or immediate surroundings and COR 4 Demonstrates scale and layout appropriate to the site and the surroundings apply.

**b) Ref: 0201/23 4 Mill Street, Chagford**

Proposed: 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. **Resolved:** to support this application. COR 3 Conserves and enhances the vernacular alongside other historic and man-made feature of this listed building.

**Listed Building Consent**

**c) Ref: 0200/23 4 Mill Street, Chagford**

Proposed: 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. **Resolved:** The Council supports this application however recognize that it does not have the necessary skills to comment on the specific details of a Listed Building.

**Grant of Conditional Planning Permission**

**d) Ref: 0070/23 Ryden, 12 Manor Drive, Chagford**

Revised fenestration to previous approved first floor studio extension planning application no: 0535/14. Subject to conditions. **Noted.**

**e) Ref: 0116/23 Haymakers, Chagford**

Replace single garage building with double garage incorporating a games room and storeroom. Subject to conditions. **Noted.**

#### **Certificate of Lawful Development**

**f) Ref: 0111/23 23 Lamb Park**

Erection of ground floor rear extension. **Noted.**

**g) Ref: 0086/23 Padley, Mill Street, Chagford**

Construction of replacement bungalow as per approved permission 0769/01. **Noted.**

**h) Ref: 0122/23 Cross Park, Chagford**

Creation of an outbuilding to accommodate a yoga practice room and art studio. **Noted.**

#### **14. FINANCIAL MATTERS**

**a)** The Internal Audit has been completed and signed by Mrs. Jill Hicks, Internal Auditor, in preparation for the Annual Governance and Accountability Return. **Noted.**

**b)** To approve the Accounting Statement 2022/23 for the Annual Return for the year ending 31<sup>st</sup> March 2023. **Resolved:** to approve the Accounting Statement for 2022/23.

**c)** Approval to pay Mrs. J. Hicks for the Internal Audit. **Resolved:** to approve payment.

**d)** Chagford Parish Council are in receipt of the first instalment of the Precept - £30,000.00. **Noted.**

**e)** Approval to pay the Clerk travel expenses to take and collect the books to the Internal Auditor. **Resolved:** to approve payment.

**f)** Approval to pay the trough planters of the Parish Council Troughs. **Resolved:** to approve payment.

**g)** Approval to pay the Lengthsman for work on drains, storm pick up and cutting back and removal of tree. **Resolved:** to approve payment.

**h)** Approval to pay Mike Northway Contracting for trimming the Jubilee Field and car park roadside hedge. **Resolved:** to approve payment.

**i)** Approval to pay the Clerk for 25 sets of paperwork for the Annual Parish Assembly. **Resolved:** to approve payment.

**j)** Approval to pay C.B.Trees for dismantling of the old fence and erecting a new fence at the Jubilee Field. **Resolved:** to approve payment.

**k)** Chagford Parish Council are in receipt of the VAT Return - £2,894.79. **Noted.**

**l)** Approval to pay Cllr: Mrs. Gay Hill for the purchase of the food for the Coronation Lunch. **Resolved:** to approve payment.

**m)** Chagford Parish Council Bank Accounts – due to a new Parish Council the signatories need to be deleted and added. **Resolved:** The Clerk/s will deal with this.

#### **15. ENVIRONMENT**

**a) Jubilee Field Inspection Report – Cllr: Jill Millar**

Cllr: Jill Millar reported that the Jubilee Field was in good shape. Very little litter, however there is still some fencing that needs replacing. **Noted.**

- b) **Public Convenience Inspection Report – Cllr: Jill Millar**  
Cllr: Jill Millar reported that the Public Conveniences were in good order.  
**Noted.**
- c) **New See Saw – (Min:146(b) refers)**  
The old see saw has been removed due to it being unsafe. The Parish Council has received quotes from Touchwood, Wicksteed and SouthWest Play. **Resolved:** to draw up a presentation of the different companies and forward to all Members prior to the next meeting.
- d) **The Late Queen’s Platinum Jubilee Green Canopy Plaques**  
The Plaques for the late Queen’s Platinum Jubilee Green Canopy have been erected by Paul Mortimore and the look excellent. **Resolved:** to write to Paul Mortimore thanking him for mounting and erecting the plaques.

**16. CLERKS/CHAIRMAN’S REPORT**

- a) The Chair reminded all new Councillors that there are training courses via DALC for new Councillors and recommended that all attend. The new Clerk also wished to attend courses for Clerks. **Resolved:** if any Councillor wishes to attend the New Councillors Course, please inform the Clerk. Members also agreed to the new Clerk attend any training.

**17. CORRESPONDENCE**

- a) The Two Hills Race will take place on Monday 29<sup>th</sup> May 2023. The race starts at 11.00 a.m. at the War Memorial Playing Fields. **Noted.**
- b) An email has been received regarding offering baby changing facilities in the Chagford Public Convenience. **Resolved:** will seek advice from WDBC regarding health and safety etc.

**18. ACCOUNTS FOR PAYMENT**

	£
a) o/l Mrs. S. Curtis – Salary	725.55
b) o/l HM Revenue and Customs – PAYE	201.73
c) o/l Mrs. S. Curtis – Expenses	20.00
d) o/l Mrs. J. Hicks – Internal Audit	55.00
e) o/l Mrs. S. Curtis – Travel for Internal Audit	32.40
f) o/l Mrs. Fynn – Trough Planting	15.00
g) o/l Jason Hancox – Trough Planting	15.00
h) o/l Tom and Martina Glastonbury – Trough Planting	15.00
i) o/l Angela Stokes – Trough Planting	15.00
j) o/l Angie Emberson – Planting	200.00
k) o/l J.B. Shears – Lengthsmans Duties	375.00
l) o/l Mike Northway Contracting – Hedge Trimming	72.00
m) o/l Mrs. S. Curtis – Printing	61.95
n) o/l C.B. Trees – Fencing	3396.00
o) o/l Chagford Conservation Group – Grant	200.00
p) o/l Mrs. Gay Hill – Food for Coronation	531.00
q) o/l Source for Business – Services to Market Hse	361.85
r) DD Plusnet – Broadband and Calls	27.46
s) DD British Gas – Services to the Market House	92.35
t) o/l All Seasons – Grass Cutting	1428.00

**The Meeting closed at 9.14 p.m.**

DRAFT