

Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 17th May 2021

Present: Cllrs: Coombe, Mrs. Haxton, Mrs. Hill (Chairman), Parrott, Mrs. Phelps, Mrs. Printy, Ms Somme, Shears and Williams.

In attendance: the Clerk, Mrs. S. Curtis and one member of the public.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations were requested for the nomination for the position of Chairman. Cllr: Williams proposed and Cllr: Mrs. Haxton seconded the nomination of Cllr: Mrs. Gay Hill. There being no other nominations it was **agreed** unanimously that Cllr: Gay Hill should be elected Chairman for the ensuing Year.

2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

Cllr: Mrs. Hill took the Chair and asked for nominations for Vice-Chairman. Cllr: Williams proposed and Cllr: Parrott seconded the nomination of Cllr: Mrs. Margaret Haxton. There being no other nominations it was unanimously **agreed** that Cllr: Mrs. Margaret Haxton be Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Mrs. Malseed, Mrs. Stanbury and Cllr: Mrs. Nicky Heyworth, WDBC Ward Member.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllr: Mrs. Hill (Chairman) and Mrs. Haxton (Vice-Chairman)

5. DECLARATIONS OF INTEREST

Cllr: Coombe declared an interest in Minute 13 (c)
Cllr: Mrs. Hill declared an interest in Minute 13 (c)
Cllr: Parrott declared an interest in Minute 11(a)

6. CONFIRMATION OF MINUTES

a) The Minutes of the Regular Meeting held on Monday 12th April 2021 were confirmed and signed as a true record.

7. APPOINTMENT OF WORKING GROUPS

Resolved: that the Membership of the 2021/22 Working Groups should be as follows:-

Finance – Cllrs: Coombe, Mrs. Malseed, Parrott and Shears

Planning – Cllrs: Parrott, Mrs. Printy, Mrs. Stanbury, Shears and Williams

Environment – Cllrs: Coombe, Mrs. Phelps, Mrs. Printy, Ms Somme and Mrs. Stanbury

General Purposes – Cllrs: Mrs. Malseed, Mrs. Phelps, and Williams

Climate and Ecology – Cllrs: Mrs. Haxton, Mrs. Malseed, Parrott, Ms Somme and Mrs. Stanbury

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. **West Devon Eastern Links Committee** – Cllrs: Mrs. Hill (Chairman) and Williams.
- II. **Dartmoor National Park Communities Forum** – Cllrs: Parrott and Mrs. Stanbury.
- III. **Jubilee Hall Trustee** – Cllrs: Mrs. Hill (Chairman) – Trustee, Mrs. Stanbury – Observer.
- IV. **Chagford Recreational Trust** – Cllr: Mrs. Hill (Chairman).

9. APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES

- I. **Chagford Combined Charity** – Cllr: Coombe, Mr. Robert Sampson and Mr. Rod Webber.
- II. **Friends of St. Michael's** – is being dissolved.
- III. **Providence School Charity** – Cllr: Mrs. Hill and Mr. Robert Sampson.

10. VENUE AND SCHEDULE OF COUNCIL MEETINGS FOR 2021/22

a) The proposed dates for the Regular Parish Council Meetings to be held in Endecott House at 7.30 p.m. are as follows:-

14th June, 12th July, 9th August, 13th September, 11th October, 8th November, 13th December 2021, 10th January, 14th February, 14th March, 11th April, 9th May 2022.

b) The proposed dates for the Extraordinary Meetings if required are as follows: 28th June, 26th July, 23rd August, 27th September, 25th October, 22nd November 2021, 24th January, 28th February, 28th March, 25th April 2022.

c) 2022 Annual Parish Assembly Meeting

The date and venue for the Annual Parish Assembly Meeting in 2022 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 21st April 2022.

11. MATTERS ARISING

a) The Gate on the Bridlepath from the Rec Trust Lane onto Padley Common (Min: 149(a) refers)

The Chairman reported that the hinge on the gate has now broken making it very difficult to open for all.

It has been proposed that the latch is replaced to meet the needs of Trampers, Walkers, Horse Riders etc. However no single design of gate latch is suitable for every situation. If a BHS rider-friendly design were installed a wooden gate would be needed. **Resolved:** Cllr: Shears will have a look at the gate hinge and latch and report back with suggestions.

- b) Damaged Seat outside the Market House (Min142(d) refers)**
Streetmaster who supplied the seat have supplied a quote for the boards which have been damaged. The boards would be £50.00 each including the fixings, and £30.00 delivery charge. **Resolved:** to order the boards and Cllr: Coombe and Williams will put seat back together.
- c) Strip Light in the Ladies Public Convenience (Min: 150(a) refers)**
The Chairman reported that she and Cllr: Coombe had sorted the strip light. There was a loose lead. **Noted.**
- d) Tree Guard outside the Market House**
Cllr: Coombe confirmed he had removed the old guard outside the Market House. **Noted.**

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

- a)** DALC have a new web site and the Clerk needs to register to log-in. Councillors can also register for their own account. All registrations require manual approval by DALC staff. **Noted.**
- b)** A further invoice from All Seasons has been received for grass cutting of the Jubilee Field and Cross Tree on 11th May 2021 and the cutting of Crossways Bank, Manor Road Verges, Lamb Park Verges and the Pound Garden on 13th May 2021. **Resolved:** to approve payment.
- c)** A letter has been received regarding the proposed cycle route from Moretonhampstead to Chagford. The letter is lodging an objection to the cycle route going across their land. **Resolved:** Chagford Parish Council are unaware that proposed cycle routes have been decided. The letter will be passed to Cllr: Mrs. Nicky Heyworth.
- d)** Proposed Road Closure – Chagford Food Festival have advised the Council that they will be applying for a road closure to allow the Chagford Food Festival to take place. The event will be held in The Square and Endecott House on Sunday 12th September 2021. They propose that the event will be held between Fowlers and The Old Forge and the road will be closed, and parking suspended from 6pm on Saturday 11th September for 24 hours. **Noted.**
- e)** Elections for One Vacancy on the Chagford Parish Council
The election will take place on Thursday 8th July 2021.
Publication of Notice of Election – Thursday 3 June
Start of Nomination Process – Friday 4 June
Deadline for Receipt of Nominations – Friday 11 June
Resolved: Notices will be posted on the Chagford Parish Council Noticeboard outside Endecott House.

13. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters – Cllr: Parrott

- a) Ref: 0159/21 Holystreet Manor, Chagford**
Proposed: Variation of condition 2 of approved planning ref: 0202/19 to change the materials of the roof. **Resolved:** to support the application. Policies DMD 5 and DMD 34 apply.

b) Ref: 0157/21 Market Field Recycling Centre, Chagford

Proposed: Temporary (12-18 Months) siting of shipping container to store donations. **Resolved:** to support the application with a condition that the container is removed when no longer needed. Policy DMD 19 applies.

Cllrs: Coombe and Mrs. Hill left the meeting.

c) Ref: 0165/21 5 Prouse Avenue, Chagford

Proposed: Construction of rear conservatory. **Resolved:** to support the application. Policies DMD 4 and DMD 24 apply.

Cllrs: Coombe and Mrs. Hill returned to the meeting

d) Ref: 0216/21 Chagford Church of England Primary School, Chagford

Proposed: Installation of Solar PV panels on existing roof. **Resolved:** to support the application. Policies DMD 1a and DMD 15 apply.

e) Ref: 0209/21 Middle Drewston Farm, Moretonhampstead

Proposed: Erection of general storage building measuring 9.14 x 9.14m). **Resolved:** to support the application. Policy DMD 34 applies.

Grant of Conditional Planning Permission

f) Ref: 0088/21 Lingcombe Farm, Chagford

Proposed: Erection of porch and single storey extension to south elevation. Subject to conditions. **Noted.**

g) Ref: 0060/21 Maple Cottage, Chagford

Proposed: Replacement window and new flue. Subject to conditions. **Noted.**

h) Ref: 0068/21 14 Manor Drive, Chagford

Proposed: Erection of front porch, raised platform with balustrade and detached garden room to side plus rendering of house. Subject to conditions. **Noted.**

i) Ref: 0117/21 Rex Flat, High Street, Chagford

Proposed: Extension of existing rear extension (including extension of terrace above). Subject to conditions. **Noted.**

j) Ref: 0112/21 8 Bretteville Close, Chagford

Proposed: Two Story extension at the rear of property. Subject to conditions. **Noted.**

Grant of Listed Building Consent

k) Ref: 0061/21 Maple Cottage, Chagford

Proposed: Replacement window and new flue. **Noted.**

Refusal of Planning Permission

l) Ref: 0096/21 10 Manor Drive, Chagford

Proposed: First floor extension to an existing garage to provide ancillary accommodation.

Withdrawal of Application for Planning

m) Ref: 0046/21 Land at Corndon

Proposed: General agricultural store (18.2m x 12.2m). **Noted.**

14. FINANCIAL MATTERS

- a) The Internal Audit has been completed and signed by Mrs. Jill Hicks, Internal Auditor, in preparation for the Annual Return. **Noted.**
- b) To approve the Accounting Statement 2020/2021 for the Annual Return for the year ending 31st March 2021. **Resolved:** to approve the Accounting Statement for 2020/2021.
- c) Approval to pay Mrs. Jill Hicks for the Internal Audit. **Resolved:** to approve payment.
- d) Request from Chagford Food Festival for a grant. **Resolved:** to approve payment of £300.00.
- e) Approval to pay the Lengthsman for works carried out in Jan/Feb/Mar. **Resolved:** to approve payment.
- f) Request from Chagford Cricket Club for a grant towards three practice cricket nets. **Resolved:** to approve payment of £1,000.00.
- g) Approval to pay All Seasons for grass cutting the Jubilee Field and Cross Tree on 29th March and 19th April 2021. **Resolved:** to approve payment.
- h) Request from Chagford Conservation Group for a grant. **Resolved:** to approve payment of £200.00.
- i) Chagford Parish Council are in receipt of the first half of the Precept of £25,000.00. **Noted.**
- j) Chagford Parish Council are in receipt of the VAT Return of £3,972.00. **Noted.**
- k) Chagford Parish Council are in receipt of a payment from the Chagford Commoner's HLS Association of £67.22. **Noted.**
- l) Chagford Parish Council are in receipt of a refund from EDF of £44.66. **Noted.**
- m) Approval to pay the Clerk travel expenses to take and collect the books to the Internal Auditor. **Resolved:** to approve payment.
- n) Approval to pay the Planters of the Troughs in Chagford. **Resolved:** to approve payment.
- o) Approval to pay ARJ Paddon and Sons for seal and painting of walls in the Market House. **Resolved:** to approve payment.
- p) Chagford Parish Council are in receipt of a refund from Ashfords Solicitors of £506.67. **Noted.**

15. ENVIRONMENT

a) Jubilee Inspection Report – Cllr: Shears

Cllr: Shears reported that the Tractor Spring was broken. Cllr: Coombe has repaired and replaced tractor. The weather has been so wet that there has not been much use of the Jubilee Field. Cllr: Shears noted that the See Saw is in need of some attention or will need replacing. **Noted.**

b) Public Convenience Report – Cllr: Shears

Cllr: Shears reported that the Public Conveniences were clean and tidy. **Noted.**

Cllr: Mrs. Phelps left the meeting at 8.55 p.m.

- c) **Chagford Parish Council Rota for the Jubilee Field and Market House**
 A rota had been distributed to all Members. Each Councillor will be responsible for one month of Parish duties during the year 2021/22.
Noted.

16. CLERKS/CHAIRMANS REPORT

- a) Members were reminded that the Annual Parish Assembly will be held on Monday 24th May 2021 at the Jubilee Hall commencing at 7.30 p.m.
Noted.

17. CORRESPONDENCE

- a) A letter had been received from Chagford Market Garden regarding the collection of veg-boxes. Throughout the course of the Covid pandemic Chagford Market Garden have experienced a huge growth in new customers of which a significant number are elderly and less-able bodied members of the community. Several of these parishioners have asked whether CMG could investigate a more central collection point.

Chagford Market Garden are requesting the use of the Bus Shelter in the Market House. The Market House would be required from between 5pm – 6pm every Thursday evening and the customers collect them anytime up until Monday morning. **Resolved:** Councillors felt that the timings would put the Bus Shelter out of bounds for too long a period. They were also concerned about the security of the boxes being left unattended.

- b) The Devon Climate Emergency Partnership are holding a citizens' assembly this June and July which will bring together 70 people from across Devon to address the big challenges that Devon faces in tackling climate change. To find out more information go to www.devonclimateemergency.org/citizens-assembly/
- c) A letter has been received from Clarence House thanking Chagford Parish Council for the Parishes letter of condolence following the death of His Royal Highness The Duke of Edinburgh. **Noted.**

18. ACCOUNTS FOR PAYMENT

a) DD BT Telephone and Broadband Service (May)	55.36
b) o/I Mrs. S. Curtis – Salary	647.31
c) 4597 HMRC – PAYE	174.15
d) o/I Mrs. S. Curtis – Expenses	20.00
e) 4598 Source for Business (SWW) – Services to Market Hse	139.11
f) 4599 Mrs. J. Hicks – Internal Audit	55.00
g) 4600 J. Shears – Lengthsmans Duties	704.00
h) 4601 All Seasons – Grass Cutting	948.00
i) 4602 Mrs. Fynn – Trough Planting	15.00
j) 4603 Jason Hancox – Trough Planting	15.00
k) 4604 Catherine Mount – Trough Planting	15.00
l) 4605 Tom and Martina Glastonbury – Trough Planting	15.00
m) 4606 ARJ Paddon and Sons – Seal and Painting Market Hse	120.00
n) o/I Mrs. S. Curtis – Travel Expenses	32.40
o) 4607 All Seasons – Grass Cutting	870.00
p) 4608 Chagford Food Festival – Grant	300.00
q) 4609 Chagford Conservation Group – Grant	200.00

The meeting closed at 9.25 p.m.