

**Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 18<sup>th</sup> May 2015 commencing at 7.30 p.m.**

**Present:** Cllrs: Coombe, d'ArchSmith, Hamer, Mrs. Haxton, Mrs. Hill (Chairman), Parrott, Sampson, Miss Stead, Ms Thorn and Williams.

**Apologise:** Cllrs: Lloyd Hill and Cllr: Mrs. Stanbury.

**In attendance** the Clerk, Mrs. S. Curtis.

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

The Vice-Chairman asked for nominations for the position of Chairman, Cllr: Sampson proposed and Cllr: Williams seconded the nomination of Cllr: Mrs. Hill. There being no other nominations it was **agreed** unanimously that Cllr: Mrs. Gay Hill should be elected Chairman for the ensuing year

**2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR**

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

**3. DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office were signed by Cllrs: Coombe, d'ArchSmith, Hamer, Mrs. Haxton (Vice-Chairman), Mrs. Hill (Chairman), Parrott, Sampson, Miss Stead, Ms Thorn and Williams.

**4. DECLARATION OF INTEREST**

There were no interests to declare.

**5. CONFIRMATION OF THE MINUTES**

- a) Minutes of the Regular Meeting held on Monday 13<sup>th</sup> April 2015 were confirmed and signed as a true record.
- b) Minutes of the Extraordinary Meeting held on Monday 27<sup>th</sup> April 2015 were confirmed and signed as a true record.

**6. APPOINTMENT OF SUB GROUPS**

**Resolved** that the Membership of the 2015/16 groups should be as follows:-

**Planning** – Cllrs: d'ArchSmith, Hamer, Parrott, Mrs. Stanbury and Williams.

**Environment** – Cllrs: Coombe, Hamer, Sampson, Mrs. Stanbury and Ms Thorn.

**Finance** – Cllrs: d'ArchSmith, Mrs. Haxton, Lloyd Hill, Parrott, Miss Stead and Ms Thorn.

**General Purposes** – Cllrs: Coombe, Lloyd Hill, Sampson, Miss Stead and Williams.

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.

7. **APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES**  
**Resolved** that the Council be represented on outside bodies for the ensuing year by the following persons:-  
**West Devon Eastern Links Committee** – Cllrs: Mrs. Hill (Chairman) and Cllr: Ms Thorn.  
**Dartmoor National Park Communities Forum** – Cllrs: Parrott and Cllr: d’ArchSmith.  
**Jubilee Hall Trustees** – Cllr: Mrs. Hill (Chairman).  
**Chagford Recreational Trust** – Cllr: Mrs. Hill (Chairman) unless the meetings continue to coincide with the Regular Council Meeting.  
**CELT (Chagford Education and Leisure Trust)** – Cllr: Lloyd Hill.  
**Chagford Youth Liaison Group** – Cllr: Coombe.  
**Turn Lake Leat** – Cllrs: Miss Stead, Ms Thorn and Williams.

8. **APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES**

a) **Chagford Combined Charity**

Mr. Rod Webber has been a Trustee for the Combined Chagford Charity, nominated by the Parish Council for the past twelve years, he serves for four years and then has to be nominated again. **Resolved:** to ask the Clerk to write to Mr. Webber and ask if he is prepared to stand as a Trustee for a further four years. If he is agreeable, to inform the Clerk to Chagford Combined Charity that he has been re-nominated.

b) **Friends of St. Michael’s**

Mr. Denys Brewer has tendered his resignation as a Trustee nominated by the Parish Council for the Friends of St. Michael’s. **Resolved:** to write to Mr. Brewer and thank him for his many years of service. The Chairman has been informed that Mr. David Jamieson who lives at Windrush, Stone Lane, Chagford is prepared to stand as a Trustee and also prepared to take over the Treasurer’s role which Mr. Brewer has relinquished.

**Resolved:** to write to Mr. Jamieson and thank him for his kind offer and that the Parish Council will nominate him for the next three years. Also write to the Secretary of the Friends of St. Michael’s informing her of the Council’s nomination.

9. **VENUE AND SCHEDULE OF MEETINGS**

i) The Proposed dates for the Regular Parish Council Meetings be held in Endecott House at 7.30 p.m. are as follows:- 18<sup>th</sup> May, 8<sup>th</sup> June, 13<sup>th</sup> July, 10<sup>th</sup> August, 14<sup>th</sup> September, 12<sup>th</sup> October, 9<sup>th</sup> November, 14<sup>th</sup> December 2015, 11<sup>th</sup> January, 8<sup>th</sup> February, 14<sup>th</sup> March, 11<sup>th</sup> April, 9<sup>th</sup> May 2016.

**Resolved:** to agree the above dates and ask the Clerk to book Endecott House accordingly.

ii) The following dates to be reserved for Extraordinary Meetings when necessary:- 22<sup>nd</sup> June, 27<sup>th</sup> July, 24<sup>th</sup> August, 28<sup>th</sup> September, 26<sup>th</sup> October, 23<sup>rd</sup> November, 2015, January, 22<sup>nd</sup> February, 25<sup>th</sup> April, 23<sup>rd</sup> May 2016.

**Resolved:** to agree the proposed dates and ask the Clerk to book Endecott House accordingly.

**iii) 2016 Annual Parish Assembly Meeting**

The date and venue for the Annual Parish Assembly Meeting in 2016 was discussed. **Resolved:** that the meeting will be held at Endecott House on 21<sup>st</sup> April 2016 at 7.30 p.m.

**10. NOMINATION TO DARTMOOR NATIONAL PARK**

The Parish Council was invited to nominate a Councillor to be one of four Parish Council representatives on the Dartmoor National Park Planning Committee.

The Chairman sought nominations;

Cllr: Williams proposed and Cllr: Coombe seconded the nomination of Cllr: Lloyd Hill.

Cllr: Ms Thorn proposed and Cllr: Hamer seconded the nomination of Cllr: d'Arch Smith.

Cllr: Lloyd Hill was the successful candidate following a vote amongst the members present.

**Resolved:** Cllr: Lloyd Hill to be nominated to be a representative for Dartmoor Parish Councils on the Dartmoor National Park Planning Committee.

**11. NOMINATION TO DEVON ASSOCIATION OF LOCAL COUNCILS**

Nominations were invited to stand for Devon Association of Local Councils' County Committee.

Cllr: Sampson proposed and Cllr: Williams seconded the nomination of

Cllr: Mrs. Hill (Chairman), there being no other nominations it was **Resolved:** to Nominate Cllr: Mrs. Hill to represent the local parishes on the Devon Association of Local Councils.

**12. COUNCILLOR TRAINING**

The Chairman drew attention to the DALC Training Courses for New and Existing Councillor's and stressed the importance of this programme. Members were advised that the cost of the training and travelling expenses would be paid by the Council. **Resolved:** Members to inform the Clerk if they wish to attend any of the courses.

**MATTERS ARISING**

**13. a) Community Notice Board (Min: 499 refers)**

Mike Webber has still not come back with his recommendations for the notice board. **Resolved:** the Clerk will telephone Mr. Webber again.

**b) WWI Memorial (Min: 497 refers)**

The Church Warden has contacted the Clerk requesting an update on the progress of the works. The Clerk has written to Mr. Allen Van der Steen, Mrs. Margaret Jeffreys, Hutchings Constructions, Ben Jones, Cllr: Sampson and Cllr: d'ArchSmith setting out the progress so far on the upgrade of the War Memorial. Cllr: d'ArchSmith reported that all was in hand and progressing well. **Noted.**

**GROUP/REPRESENTATIVES REPORT**

**Planning Control Matters – Cllr: Mrs. Hill (Chairman)**

**14. 0095/15 Teigncombe Cleve, Teigncombe, Chagford**

Amended plans – erection of greenhouse. **Resolved:** No Objection.

15. **0212/15 11 Manor Drive, Chagford**  
Loft/roof extension plus other works. **Resolved:** to support the application.
16. **0218/15 Woodcote, Westcott Lane, Chagford**  
Erection of two dwellings and enlargement of existing access. **Resolved:** to object to the application, it was thought that although the site is large the two houses were being cramped into one corner. If the DNPA are minded to grant permission it was asked that there should only be one entrance for Woodcote and the proposed new properties.
17. **0171/15 Meldon Heights, Chagford**  
Amended plan – Erection of building (89sqm) for use as stables and agriculture. **Resolved:** no objection to the additional hedge planting, however the Council's original decision stands on the erection of the building.

#### **Grant of Conditional Planning Permission**

18. **0095/15 Teigncombe Cleve, Teighcombe, Chagford**  
Erection of greenhouse. **Noted.**

#### **GENERAL PURPOSES AND POLICY MATTERS**

19. **Chagford Primary School**  
The Chairman reported that BAM have been appointed as the contractor for the building works on the School site and Grainge Architects, who are already the architects for the Housing Development off Lower Street, are to draw up the plans when necessary. As the School is in The Dartmoor National Park, the EFA have secured extra funding for the School redevelopment. The final decision regarding the re-furb or re-build will be announced at the end of July. Work is not expected to start until June 2016.
20. **Vision of Padley Common**  
The first draft of the Community Vision of Padley Common produced by Dr. Peter Beale had been circulated to Members.

The Chairman and Cllr: Stead have replied to Dr. Beale with regards to matters for clarification.

The members wish that Padley Common should continue to be used in the spirit which it was given to the Parish Council in 1948. This was that Padley Common should be open access for everyone. The Parish Council are not in favour of any formal made path across the Common. **Resolved:** the Parish Council should comment on Dr. Beale's draft submission.

#### **FINANCIAL MATTERS**

21. Approval to pay 'Amy's' for the planting of the Trough outside Lloyds Bank.  
**Resolved:** to approve payment.
22. Approval to pay Ben Pell for the dismantle of the Oak Tree in the Jubilee Field.  
**Resolved:** to approve payment.

23. Approval to pay Ben Pell for Grass Cutting the Jubilee Field. **Resolved:** to approve payment.
24. Approval to pay Ben Pell for Street Sweeping. **Resolved:** to approve payment.
25. Receipt of Duty/VAT repayment. **Noted.**
26. The Bonus Saver Account has now discontinued and is now the Business Reserve Account. **Noted.**
27. Approval was sought to remove Mr. Bleakman and Mr. Shears' signatures from the bank mandate and to add Cllr: Hamer's and Cllr: Mrs. Stanbury's to the mandate in order that they may sign cheques. **Resolved:** to approve the new signatories and remove the two outgoing Councillors. The Clerk will organise bank forms.
28. The first instalment of the 2015/16 Precept and Council Tax Support Grant has been received. There has been a slight over payment due to an administrative error. This will be corrected by making the relevant adjustments in the second instalment. **Noted.**

## **ENVIRONMENT**

29. **Jubilee Field Inspection Report - Cllr: Mrs. Hill**  
The Chairman reported that the Jubilee Field was in fairly good order with not too much litter. The bins in the Skate Park had been emptied and the Park was also in good order. **Noted.**
30. **Public Convenience Inspection Report – Cllr: Mrs. Hill**  
The Chairman reported that the Public Conveniences were in a clean and tidy condition. **Noted.**
31. **Dog Bins**  
Cllr: Coombe has been investigating the prices of dog bins which range from approximately £120.00 to £200.00. It was decided to locate the bins at Beira View, Factory Cross, and Broomhill, however permission from the land owners needs to be sought. It was suggested that a new bin should be located at Orchard Meadow instead of Biera View. **Resolved:** Cllr: Sampson would ascertain the owner of the verge at Broomhill and Cllrs: Coombe and Williams will determine the other sites in order that the Clerk can seek permission for the installation of the bins.
32. **Play Equipment**  
South West Play has written following up their recent quotation for new play equipment. Cllrs: d'ArchSmith and Williams volunteered to replace the Train with similar and also repair the Multplay. **Resolved:** the Clerk would let South West Play know that we do not wish to accept their quotation at this time.
33. **Swimming Pool**  
The Swimming Pool lease has still not been completed. Cllr: Sampson will contact his colleague to find out the progress of the lease. **Noted.**

## **CLERKS/CHAIRMANS REPORT**

### **34. The Local Government Boundary Commission**

The Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for Devon County Council. There is an eight week public consultation on the Commission's draft recommendations on new division boundaries across Devon. It is proposed not to alter the boundary of the Hatherleigh Chagford division in our area.

**Resolved:** the Clerk to write to the Boundary Commission stating that Chagford Parish Council is pleased that the Commission is proposing to leave the boundary of the Hatherleigh Chagford Division untouched in our Parish.

### **35. The Post Office**

Following Chagford Parish Council's letter to the Chagford Community Trust expressing our concerns over the future of the Post Office, Mr. Neil Tappenden has responded stating they have been exploring the possibility of utilising the old NatWest premises as an alternative location. Mr. Tappenden will keep the Council informed should any meaningful progress be made. **Noted.**

## **CORRESPONDENCE**

### **36. Temporary Prohibition of Through Traffic and Parking**

Mill Street, Chagford from 29<sup>th</sup> June 2015 anticipated finish 3<sup>rd</sup> July 2015. **Noted.**

### **37. Temporary Restriction of Traffic**

B3212 Jurston Cross to Warren House Inn from 26<sup>th</sup> May 2015 for a maximum of 5 days, 29<sup>th</sup> May 2015. **Noted.**

### **38. The Pensions Regulator**

The law on workplace pensions has changed. Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. The staging date for Chagford Parish Council is 1<sup>st</sup> November 2016. **Noted.**

### **39. The Langafor Farm Charitable Trust**

An invitation has been received from The Langafor Farm Charitable Trust giving parishioners the opportunity of attending an event at Langafor Farm on Saturday 30<sup>th</sup> May. **Noted.**

### **40. Complete Weed Control**

A letter has been received from Complete Weed Control. Devon County Council 'tough choices' cuts this year has ended services such as weed control on pavements and footways. Complete Weed Control is a specialist contractor providing services for local authorities. Complete Weed Control is available for advice and quotes for free. **Noted.**

### **41. Clerks and Councils Direct**

The Clerks and Councils Direct magazine is available from the Clerk. **Noted.**

**42. ACCOUNTS FOR PAYMENT**

The following accounts were approved for payment:-      £

Direct Debit – BT Broadband Services	35.84
3943 Mrs. S. Curtis – Salary	451.15
3944 HM Revenue and Customs	27.60
3945 Mrs. S. Curtis – Clerks Expenses	20.00
3946 Mr. B. Pell - Dismantle of Oak Tree and Grass Cutting	696.00
3947 Mr. B. Pell – Street Sweeping	168.00

**The Meeting Closed at 9.30 p.m.**

**Date** ..... **Signed** .....