

Minutes of the Regular Meeting of the Chagford Parish Council held via “Zoom Us” (Video Conferencing) on Monday 20th April 2020 commencing 7.30 p.m.

Present: Cllr: Coombe, Mrs. Haxton, Mrs. Hill (Chairman), Cllr: Parrott, Mrs. Phelps, Pope, Mrs. Printy, Mrs. Stanbury and Williams.

Cllrs: Mrs. Phelps and Williams arrived at 8.00 p.m.

In attendance: Cllr: Nicky Heyworth WDBC Ward Member.

193. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: Mrs. Malseed, Shears and Ms Somme.

194. DECLARATIONS OF INTEREST

Cllr: Mrs. Printy declared an interest in Minute 197(a)

Cllr: Pope declared an interest in Minute 197(a)

195. CONFIRMATION OF MINUTES

a) The Minutes of the Regular Meeting held on Monday 9th March 2020 were confirmed and signed as a true record.

b) The Minutes of the Extraordinary Meeting held on Monday 23rd March 2020 were confirmed and signed as a true record.

196. MATTERS ARISING

a) Chagford Annual Parish Assembly

The Annual Parish Assembly has been cancelled this year because of the Covid 19 regulations. This meeting should take place before the 1st of June 2020, but the Local Government sector has agreed that there is not a requirement to hold an Annual Assembly until 2021. **Resolved:** the Annual Parish Assembly on 23rd April 2020 will be cancelled due to the Coronavirus.

b) Coronavirus – Covid 19 Update

Lockdown is continuing for at least a further three weeks. The Chairman and Cllr: Coombe are working hard to keep the skate park and play equipment closed by tapping it off. However, this is continually being pulled down. **Noted.**

c) Tree outside of Market House

Cllr: Coombe reported that Paul Bartlett is looking for a suitable replacement tree. **Noted.**

d) Car Parking Charges

Due to the coronavirus outbreak, WDBC have currently suspended all parking charges on the car park. This is to protect the workforce and those members of the public at risk from the virus, as well as to make life easier for residents during this difficult time. The on-street parking is being monitored intermittently and it is a requirement that parking rules are observed when using the parking bays. **Noted.**

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

There was no urgent business.

198. Planning Control Matters – Cllr: Parrott

a) Ref: 0152/20 The Old Fire Station, Manor Road, Chagford

Proposed: Erection of office. **Resolved:** to object to the application – due to the over intensification of the site COR 4a. When leaving the Old Fire Station Close there will be restricted vision from the right when entering Manor Road.

b) Ref: 0167/20 Higher Weddicott Farm, Chagford

Proposed: Variation of condition 1 to planning permission granted under ref: 0203/13 to remove the length of time the barn may be occupied. **Resolved:** to object to the application – it is part of a Farm Diversification Plan, it cannot be tied to farmhouse, therefore it would be available as an open market house which constitutes development outside the settlement area.

c) For Information Only

Ref: 0016/20 Woodcote, Chagford

Minor changes to the fixed floor levels on plots 1 and 2. **Noted.**

Grant of Conditional Planning Permission

d) Ref: 0055/20 Percys, Chagford

Proposed: Remove garden room and flat roof entrance porch, relocate front door and continue roof slope to form covered area to proposed front door plus associated works. Subject to conditions. **Noted.**

e) Ref: 0077/20 Karunda, 1 Manor Drive, Chagford

Proposed: Alteration and extensions to form a new front entrance and extension to garage and single storey extension to the north-west gable (revision to approved permission (Ref: 0387/19). Subject to conditions. **Noted.**

Planning Application Withdrawn

f) Ref: 0021/20 Huish, Chagford.

Demolition of part existing dwelling; erection of new dwelling and annexe and rebuild part of remaining dwelling and curtilage to a community garden and associated works. **Noted.**

Tree Works

g) Ref: 20/0011 Chagford Conservation Area: Proposed Tree Works, Baileys Hey.

The National Park Authority has not protected the trees with a Tree Preservation Order. **Noted.**

199. FINANCIAL MATTERS

- a) Chagford Parish Council acknowledge responsibility for ensuring that there is a reliable system of internal control, including the preparation of the Accounting Statement. **Resolved:** The Annual Governance Statement 2019/20 is approved and will now be presented to the internal auditor.
- b) Approval to renew membership to Devon Association of Local Councils. **Resolved:** to approve payment
- c) Approval to renew membership to Devon Communities Together. **Resolved:** to approve payment.
- d) Approval to pay South Hams District Council for providing 2019/20 Payroll Service. **Resolved:** to approve payment.
- e) Confirmation has been received from WDBC informing the Parish Council of the cleaning and wallgate costs for the Chagford Public Conveniences for 2020/21. **Resolved:** Chagford Parish Council agree to proceed with the cleaning services for the next financial year.
- f) Approval to pay EDF Energy for services to the Market House. **Resolved:** to approve payment.
- g) The Chagford Bulletin's final edition was in January/February 2020. There is still a bank account open for the Bulletin, the Editors are asking the Parish Council for ways of retaining funds. **Resolved:** to suggest the Bank Account is kept open as hopefully someone will take over the Bulletin in the future.
- h) The Small Business Rate Demand for the Market House for the period 1st April 2020 – 31st March 2021 has been paid by WDBC. **Noted.**
- i) To approve and authorise the Clerk's hours and annual salary increment which takes her to SCP 24 stage two (new 16 SCP). This equates to £789.49 per month for fifteen hours per week. **Resolved:** to approve and authorise the Clerk's hours and annual salary increment.
- j) Chagford Parish Council has received a letter from WDBC stating that Chagford Parish Council have been identified by the Council as a business ratepayer who may be eligible for a cash grant payment. **Resolved:** to apply for the grant.
- k) Approval to pay South West Water Business for services to the Market House for the period 03/03/2020 to 31/03/2020. **Resolved:** to approve payment.
- l) Approval to pay WDBC for emptying of 1 litter bin twice weekly including bags £1 per empty plus 16p per bag = £1.16 per week (26 weeks - 52 collections) Winter Service 2019/2020.
For emptying of 2 dog bins twice weekly (26 weeks – 52 collections) Winter Service 2019/2020.
For emptying of 8 dog bins weekly (26 weeks – 26 collections) Winter Service 2019/2020. **Resolved:** to approve payment.

200. ENVIRONMENT

a) Jubilee Field Inspection Report

The Chairman reported that the grass needed cutting however it was agreed that we should leave the grass cutting due to the present circumstances but monitor as it should not get out of control. A gap has been broken out in the hedge by the sand trap. South West Play are due to repair the 4-seat springer w/b 27th April 2020. Councillor Mrs. Malseed has been in touch with Touchwood regarding the new Multiplay and she is satisfied that this will still go ahead when the lockdown is relaxed. **Noted.**

b) Public Convenience Inspection Report

The Public Conveniences have been locked due to the coronavirus. The keys handed over by WDBC do not fit the locks, therefore the cleaners are the only ones with keys. There is still a problem with the cistern. The Clerk has asked WDBC for the key but to date has not arrived.

Resolved: The Parish Council may have to change the locks of the Public Conveniences.

c) Cricket Field Hedge

The Contractor carrying out the work at the Cricket Field has been in contact with Cllr: Williams informing him that he is planning to replace the fence as agreed. **Noted.**

201. CLERKS/CHAIRMANS REPORT

a) There will be an Annual Meeting of the Chagford Parish Council on Monday 11th May 2020 for the Nomination of Officers, Working Groups and Representatives to Serve Outside Bodies. **Noted.**

202. CORRESPONDENCE AND EMAILS

a) A reminder from WDBC that Councillors should regularly review their Register of Interests and keep them up to date. The rules state that any changes must be notified to the Monitoring Officer. **Resolved:** that the Clerk will issue copies of the Declaration of Interests to the Councillors prior to the next meeting. In order that changes may be made if necessary.

b) DNPA has launched an emergency fund called Coronavirus Community Support Grant. The aim of the grant is to provide small amounts of immediate up-front funding to support community-based actions which address the issues we face in light of the coronavirus pandemic. Similar grants available include –
Devon Communities Response and Recovery Fund
COVID-19 Prompt Action Fund
Noted.

203. ACCOUNTS FOR PAYMENT	£
a) Direct Debit – BT Telephone and Broadband Service (April)	54.69
b) o/l Mrs. S. Curtis – Salary	577.41
c) 4521 HM Revenue and Customs – PAYE	147.24
d) o/l Mrs. S. Curtis – Expenses	20.00
e) 4522 Devon Communities Together – Subscription renewal	50.00
f) 4523 Devon Association of Local Councils Subscription	332.13
g) o/l South Hams District Council – Payroll Services	120.00
h) 4524 EDF – Services to Market House	23.19
i) 4525 South West Water Business – Services to Market Hse	114.58
j) o/l WDBC – Emptying of litter and dog bins	502.94

The Meeting closed at 8.30 p.m.

DRAFT