CHULMLEIGH PARISH COUNCIL
NOTICE OF MEETING

TO ALL COUNCILLORS:
You are hereby summoned to a Parish Council Meeting on Wednesday, 2 May 2018 in the Town Hall on the rising of the Annual Parish Meeting.

S M Squire. 27/4/18
Clerk to the Parish Council
Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, EX31 4TG
Tel: 01598 710526 | Email: sue@suesquire.com

Cllrs: S Phillips, Mrs Croft, Dr J Cross, P Gravell, I Jury, H Meadows, S Moyse, Mrs D Phillips, E Phillips, Mrs K Pincombe, N Scott

Members of the public are welcome to attend. Please see the Clerk if you wish to review the Members' Register of Interests available at Meetings.

No.	Item
1.	**Members to have completed their Register of Business Interests for 2018/19 and bring to the meeting.** The forms will be emailed to Councillors separately.
2.	**Election of Chairman**
3.	**Chairman to read and sign Declaration of Acceptance of Office**
4.	**Election of Vice Chairman**
5.	**Election of Parish Representatives. Councillors elected for the 2017/18 Municipal Year were as follows:**
6.	**Public Session to include any School Council Report.** *Members of the public are invited to make representations for a maximum of 3 minutes.* **6.1 Grass Cutting.** Email from a parishioner giving good feedback after the first cut by the newly appointed contractor. **6.2 Parishioner email regarding the cob wall at Davy Park.**
7.	**To approve Apologies for Absence.**
8.	**To receive the following Reports:** ▪ **Police.** ▪ **County Councillor R Edgell.**

Finance Committee (4 Cllrs + Chair & Vice Chair	**Cllrs I Jury, Meadows, Mrs Pincombe & E Phillips**
Planning Committee (4 Cllrs + Chair & Vice Chair)	**Cllrs H Meadows, Mrs D Phillips & Mrs Pincombe (1 vacancy)**
Environment Committee (4 Cllrs + Chair & Vice Chair)	**Cllrs Dr J Cross, S Moyse, E Phillips, N Scott**
Playing Fields Association (3)	**Cllrs Mrs Croft & Mrs Pincombe**
Footpaths & Bridleways	**Cllr Mrs D Phillips**
South Molton Crime Prevention Panel	**Cllr Moyse**
Town Hall Committee	**Cllr Mrs Croft**
Parochial Charities	**Cllr Mrs D Phillips**
Parish Agricultural Advisor	**Cllr S Phillips**

	▪ **District Councillor Mrs S Croft.** ▪ **Environment Committee.** Tree in far right hand corner of Davy Park. Councillor Dr Cross to advise the position.
9.	**Code of Conduct.** **4.1 To consider any Councillor Dispensation requests.** **4.2 Declarations of Interest not already declared in the Members' Register of Interests** (Members should leave for any item under discussion where they have a Prejudicial Interest without Dispensation)
10.	**To approve the Minutes of the Meeting held on 3 April 2018 and Sub Committee Minutes of 10 April 2018.**
11.	**Matters Arising from the Minutes:**
11.1	**Potholes / Flooding / Blocked Drains.** **11.1 In Fore Street.** Councillor Meadows to confirm he had forwarded photographs to DCC Highways. **11.2 Between the Parish Church and the Cemetery.** These had been reported by the Clerk and the assessment is due to be completed by 7/5/18. **11.3 Back Lane.** Flooding and blocked drains had been reported independently by the Clerk and an email from Highways on 23/4/18 advised that the jetter had attended the site. **11.4 Guidance on reporting potholes.** The Clerk had re-sent this to Councillors.
11.1	**Davy Park.** **Cob Wall.** To note the position regarding work to the cob wall. **Play Area** Wicksteed Leisure Inspection Report carried out on the week commencing 9 April had been received and circulated to the Chairman, Vice Chairman, Councillors Meadows and Jury. A reply from Zurich Insurance Company regarding signage will be advised.
11.2	**Parish Council Website.** Progress continues to be made and Councillors are expected to be advised before the June meeting that the details can be seen.
11.3	**Vehicle impact involving the stones around the Village Pump.** To note that the successful and unsuccessful contractors had been advised. Safety Barriers while the work is being carried out - District Councillor Mrs Croft to confirm that this has been organised. The Clerk has obtained a quotation from Speedy Hire for safety fencing at £15 per week.
11.4	**Ladywell Meadows – unpleasant aroma.** Following the reply from North Devon and Mid Devon District Councils (NMD Building Control), NHBC has been contacted and a reply awaited. North Devon Council has opened an enforcement file in connection with alleged non compliance with condition – possible drainage issues.
11.5	**Red Lion Corner.** Councillors will be circulated with the type of structure proposed.
11.6	**Road Wall at Davy Park.** Councillors to have given their comments after visiting the site.
11.7	**TAP Fund Application towards Section 106 pre-project expenses.** To note that the Clerk has requested an extension of 3 months for arrangements to be put in place.
11.8	**TAP Fund Application towards Footpaths Booklet.** Constructive suggestions and comments from Councillors to be received by the May meeting.
11.9	**Dropped Drain near Nap Lane.** To note if this has been repaired.
11.10	**North Devon Council Community Governance Review.** To note that this Council's response has been submitted.
11.11	**Chawleigh Parish Council.** To note that a reply has been sent.
11.12	**Public Toilet.** Councillor S Phillips to report on his conversation with the cleaner.
11.13	**Grit Bin near the junction of Beacon Rise and Langley View.** To note that this has been requested from DCC Highways and a reply received that due to budgetary restrictions, this could not be provided. Other options were suggested and will be given.
12.	**To consider the following Planning Matters: -** **12.1 Planning List.** At the time of preparing the Agenda, there were no Planning Applications to consider. **12.2 Planning Applications received after the publication of the Agenda.** **12.3 Planning Correspondence**:

12.3.1 North Devon Council. To note a letter regarding the second Deed of Modification, Section 106 Agreement, Leigh Road, Chulmleigh in respect of Planning Application 64744.

12.3.2 North Devon Council. To note a letter regarding agreement to an Application for a non-material amendment to Planning Permission 62593 in respect of house types and plot substitutions to address affordable housing needs at Ladywell Meadows, Chulmleigh.

13. **To consider the following Finance matters:**

13.1 Sanction payments due & instruct cheque signatories. (details below).

Item No.	Cheque No.	Payee	Description	Amount
13.1.1	3172	Chulmleigh Town Hall Committee	Hire of Hall for meeting on 7/3/18	£12.00
13.1.2	3173	HMRC	PAYE	TBA
13.1.3 13.1.4 13.1.5	3174 3175 3176	Payroll		TBA TBA TBA
13.1.6	3177	Devon Association of Local Councils	2018/19 Subscription	£325.51
13.1.7 13.1.8	3178 3179	Bramwell Builders Bramwell Builders	Extra work to stone plinth of cob wall 3rd interim payment for cob wall due 14/5/18	£3,437.00 £3,000.00
13.1.9	3180	Mr M Martin	Groundworks	TBA
13.1.10	3182	St Mary Magdalene Parish Church	Grant for the upkeep and maintenance of the Cemetery	£850.00
13.1.11	3183	St Mary's Church, Cheldon	Grant for the upkeep and maintenance of the Cemetery	£150.00
13.1.12	3184	Chulmleigh Playing Fields Association	Grant towards the insurances and ongoing improvements at the Playing Fields	£1,500.00
13.1.13	3185	Chulmleigh Town Hall	Grant towards day to day maintenance	£400.00
13.1.14	3186	J & J Bins	Dog Bin emptying for March and April 2018. £60.66 each month	£121.32

13.2 Award of contract for grounds maintenance. To note that the contractor has accepted the terms of the contract.

13.3 To approve the accounts for the year ended 31 March 2018.

13.4 2018 Annual Return
13.4.1 To approve Section 1 – Annual Governance Statement 2017/18
13.4.2 To approve Section 2 – Accounting Statements 2017/18

13.5 Statement of Internal Control. To approve the Chairman and Clerk to sign the document.

14. **Correspondence / Notices & Publications Received.** Notices will be put on the table and available to read. Correspondence received after the **Agenda** has been sent will be tabled.

From:	Details:
Barclays Bank	The future of banking – Chulmleigh. Offer of a meeting or presentation.
North Devon Council	Plastic Free North Devon. The email has been circulated to Councillors for studying ahead of the meeting.
Chulmleigh History Society	Email regarding the History Board
Mr P Heaton-Jones MP	Letter regarding free trees in conjunction with the Woodland Trust. The details have been circulated to Councillors for studying ahead of the meeting.
DCC Highways	Road closure 29/30 May 2018 at South Molton Street, Chulmleigh for resurfacing works with lining to be reinstalled. The details have been circulated to Councillors for information.

15. **Compliance.** To review the following:

Standing Orders – new version from National Association of Local Councils to be considered / adopted
Financial Regulations
Freedom of Information Publication Scheme
General Risk Assessment
Equal Opportunity Policy
Grant Giving Policy
Complaints Procedure
Safeguarding Policy
Agreement for communications to Councillors to be sent by email

These documents will be sent to Councillors separately.

16. **GDPR (General Data Protection Regulations)**

The Clerk attended a course on 19 April 2018. On 26/4/18 the Devon Association of Local Councils advised in a Newsletter that Parish Councils do not now need to appoint a Data Protection Officer. It will still be necessary to adopt the documents noted below.

- Adoption of a Data Protection Policy. To be circulated to Councillors ahead of the meeting
- Agreement of a Privacy Notice. To be circulated to Councillors ahead of the meeting

17. **Items raised by the Chairman.**

18. **18.1 Items for future Agendas.**

18.2 To consider tabled items received following Agenda publication.

18.3 To receive items brought through the Chairman.

19. **Date of next Meeting: Wednesday, 6 June in the Town Hall at 7pm.**

Deadline date for items: 29/5/18