CHULMLEIGH PARISH COUNCIL

Minutes of a teleconference held on Wednesday, 1 July 2020 at 7pm in place of the scheduled Parish Council Meeting due to the coronavirus epidemic and the government's instructions on gatherings of more than two people.

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft** **P French** **P Gravell** **H Meadows** **Mrs D Phillips** **E Phillips** **S Phillips** **Mrs K Pincombe** **J Smith** **N Withers** **District Councillor K Davies from Minute No. 30.4, due to communication issues**	**Agenda: -** Public session to include any School Council Report To approve apologies for absence Code of Conduct Approval of the Minutes of the meeting held by teleconference on 3 June 2020 Reports Planning Matters Finance Matters Items for discussion Items to note Chairman's Business Matters raised by Councillors / Clerk Date of next meeting

		Action:
26.	**Public Session to include any School Council Report.** **26.1 North Devon Council Enforcement Issue regarding the erection of a summer house.** Councillors were advised that the parishioner had been advised to contact either Citizens Advice or a Solicitor, and all Councillors felt the Parish Council should not get involved in this civil dispute. The Clerk to advise the resident that this was not a Parish Council matter and to strongly recommend they contact Citizens Advice who give advice free of charge.	Clerk
27.	**To approve Apologies for Absence.** County Councillor R Edgell.	
28.	**Code of Conduct.** **28.1 To consider any Councillor Dispensation requests.** None. **28.2 Declarations of Interest not already declared in the Members' Register of Interests.** **3.2.1 Councillor Mrs Croft declared a Prejudicial Interest in Minute No. 32.1.5 – Finance. Reimbursement of telephone charges in connection with the Chulmleigh Community Group relating to assistance during the coronavirus epidemic.** **28.2.2 Councillor Withers declared a Prejudicial Interest in Minute No. 32.1.9 – Finance. Reimbursement for a replacement light bulb in the public toilets.**	
29.	**Approval of the Minutes of the meeting held by teleconference on 3 June 2020.** **Proposed by Councillor by Councillor Mrs Croft to approve as a correct record after the following was requested by Councillor Meadows:** **Minute No. 22.7. The words "as Secretary of the Playing Fields" to be added after the words 'Councillor Meadows declared a Personal Interest in this item'.** **Minute No. 24.4. after the words "the box could be used for the defibrillator outside the building" to be amended to 'the box could be used for the defibrillator outside the Playing Fields Pavilion'.**	Clerk

	Seconded by Councillor E Phillips. Unanimously agreed. The paper copy will be signed when meetings are being held physically again.	
30.	**Reports.** **30.1 County Councillor R Edgell.** He had spoken to DCC Highways regarding the potholes in Langley Lane and a written report would be sent by 15 July 2020. **30.2 District Councillor K Davies.** ▪ North Devon Council continues to be focused on the impacts of Covid-19 job losses, the invasion of Devon and Cornwall – particularly the coast, by visitors with concerns regarding the easing of regulations from 4 July. People are encouraged to maintain a social distance and be alert. Police are ramping up patrols to ensure the rules are kept. ▪ Car parks are accepting digital and cash payments ▪ Barnstaple Longbridge did not close as planned ▪ There are some Traffic Orders on Cross Street and Butchers Row ▪ The Barnstaple Pannier Market opens on Friday 3 July 2, 2020 ▪ Open space priorities are being investigated with the Parish Council Councillor S Phillips enquired about the open space priorities and was advised this was relating to S106 money. Councillor Meadows advised that an email had been received from North Devon Council regarding allocation / projects relating to the S106 funding. He and the Clerk would liaise regarding the reply. **30.3 Councillors Mrs D Phillips and Mrs K Pincombe – Facebook.** The latest poster asking for volunteers had been included. A message had been received about the Leigh Road telephone box. Councillor French confirmed DART is taking this over and work on it will commence when coronavirus restrictions are eased. **30.4 Councillor Mrs S Croft – Chulmleigh Community Help Group in connection with the coronavirus epidemic.** The Group has carried out 379 requests, all of which had been logged. Percentage breakdown is as follows: ⇒ 51.5% Prescriptions ⇒ 13% shopping ⇒ 18% dog walking ⇒ 13% car trips to the Surgery and the hospital for fixed appointments ⇒ 3.5% Post Office for banking/cheques etc Councillor Mrs Croft advised it is a difficult time as the DART car can no longer be used, for understandable reasons. As a result, all forward bookings for the use of the DART car had been reorganized and no request had been refused. **30.5 Councillor Mrs Pincombe - Defibrillator check.** In order. **30.6 Davy Park Play Area Inspection Report.** The document has been forwarded to Councillors for information. Councillor S Phillips felt that several problems had to be addressed as some of the repair jobs were not easy, commenting on some of the details contained in Councillor Smith's email to the Clerk as an update on the work he had offered to do. The August Agenda to include an item to consider replacing some of the play equipment and quotations to be obtained. The Parish Council does not have a commitment for expenditure at the present time and the enquiries to be tentative at this stage. The climbing frame, slide and walkway is not to be taken out of use. **30.7 Chulmleigh Community Welcome.** Report on the plans to welcome a Syrian refugee family. Circulated to Councillors and noted.	HM / Clerk Clerk submit monthly report to SWAST Cllrs August Agenda

30.8 Chulmleigh Playing Fields Association. Report on the pavilion, youth club, meeting room, adventure play area, playing fields, dog walk area, car park resurfacing and electric charging points circulated to Councillors and noted.

31. **Planning Matters. There were no Planning Applications to consider.**

31.1 Planning Correspondence. The following North Devon Council Decision Notices were noted:
Approvals for

- **71247 –** Listed building application for internal works (removal of ceiling and wall in bathroom / utility area) at Culverhill House, East Street, Chulmleigh.
- **71391 –** Listed building application for demolition of existing and erection of new extension to dwelling – 3 Fore Street, Chulmleigh.
- **71114/ 7116 –** Conversion of barn to form one residential dwelling with installation of septic tank and associated ground works (amended location plan / site plan / additional information) – West Molland, Chulmleigh.
- **71480 –** Prior approval for change of use of agricultural building to one dwelling house (amended site address) – barn at Molland Cross, Chulmleigh.
- **71242 –** Listed building application for insertion of two replacement windows – Winton, Chawleigh.

On the afternoon of the meeting, details of a Planning Appeal in respect of Prior Approval for a proposed change of use of an existing agricultural barn to two dwelling houses at North Week Farm House, Chulmleigh, had been received.
The Parish Council had responded to the Application in January 2020 and the Planning Inspectorate to be advised that the same view is taken by the Parish Council**.** Clerk

32. **The following Finance matters were considered:**

32.1 Sanction payments due & instruct cheque signatories. (details below).
Proposed by Councillor Meadows
Seconded by Councillor French.
Agreed. Clerk

Item No.	Cheque No.	Payee	Description	Amount
32.1.1	3447	HMRC	PAYE	£122.60
32.1.2 32.1.3 32.1.4	3448 3449 3450	Payroll		£531.52 £432.64 £ 84.00
32.1.5	3451	Mrs S Croft	Reimbursement for telephone calls made in connection with the Chulmleigh Community Group giving assistance to the vulnerable and elderly during the coronavirus epidemic *	£9.58
32.1.6	3452	North Devon Council	Emptying dog waste bins for the period April – June 2020	£218.40
32.1.7	3453	MAT Electrics Limited	Maintenance and service agreement for the Devon Air Ambulance Night Landing Site mast	£107.94 Playing Field dealing
32.1.8	3454	Wicksteed Lesiure Ltd	Play Area Inspection November 2019 (Invoice not received) £54.00 April 2020 £54.00	£108.00
32.1.9	3455	Mr N Withers	Reimbursement for replacement light in the public toilet *	£6.51

***Councillors Mrs Croft and Withers declared a Prejudicial Interest and did not vote. Councillors were at ease with them remaining in the teleconference while the payments were agreed.**

	32.2 Approval of the accounts for the year ending 31 March 2020. **Proposed by Councillor Mrs Phillips.** **Seconded by Councillor Gravell.** **Agreed. Councillors Meadows and Mrs Pincombe abstained due to their connection with Community Playing Fields.** **32.3 2019/20 Audit.** **32.3.1 Approval of the Annual Governance and Accountability Return Section 1.** **Proposed by Councillor E Phillips.** **Seconded by Councillor Smith.** **Agreed.** **32.3.2 Approval of the Annual Governance and Accountability Return Section 2.** **Proposed by Councillor French.** **Seconded by Councillor E Phillips.** **Agreed.** **32.3.3 Approval of the 2019/20 Statement of Internal Control.** **Proposed by Mrs Pincombe.** **Seconded by Meadows.** **Agreed.** **32.4 Peninsula Employment Law.** Councillors were advised that a local Solicitor had informed Councillor Mrs Croft when she had an appointment in regard to this item that the Parish Council contract with Peninsula ended in February 2021 and the Parish Council could give notice six months beforehand, as per the conditions of the contract. Local employment law advice requests had not resulted in any details being given. Councillors decided to remain with Peninsula. **32.5 Electricity meter in the Town Hall store room for the public toilets.** It was noted that the Clerk had requested EDF Energy to deal with the upgrading of the meter tails. No acknowledgement or arrangements to do the work had been received.	Clerk
33.	**Items for discussion.** **33.1 Abandoned cars in Pincombe's Car Park.** Councillors were advised that the cars were still in situ. **33.2 Allotments.** Councillors S Phillips and N Withers. Councillor Withers had met Mr T Pullen on site and it was clear from its size that all those on the waiting list would be accommodated. The site requires weeding, ploughing and harrowing, with fencing and gates to separate the access from the allotments to the School's play area. As regards the existing allotment site, Councillor Withers had met a new allotment holder and made the relevant arrangements for them to use half of an allotment, as previously planned. The other half of that allotment had been offered to the next person on the list, but neither he or the Clerk had been able to contact them. Councillor Withers would try again and if no reply, the allotment will be offered to the next person on the list. **33.3 Graffiti in Davy Park.** Councillor S Phillips advised this was to be dealt with imminently by Chulmleigh Community College. **33.4 Potholes, Langley Lane.** It was noted that these had again been reported to DCC Highways and an acknowledgement received that an assessment will be carried out by 15/7/20. Minute No. 30.1 refers. **33.5 Provision of a defibrillator close to the Golf Club.** Councillor French gave his opinion on the best location in this area. Due to the time restriction of the meeting, he and Councillor S Phillips to discuss this between meetings.	NW SP / PF

	Councillor Meadows informed that Chulmleigh Playing Fields Committee intend to install a defibrillator outside of the Playing Fields building using the old cabinet that had formerly been positioned outside Pincombes, now replaced with a new defibrillator.	
34.	**Items to note.** **34.1 Weed Spraying.** It was noted this had been done. Councillor Withers to check that the work is in order. **34.2 Section 106 Funding – Offer Letter – Funding Agreement for Chulmleigh Playing Field Car Park.** It was noted that the Clerk had completed and signed the document which has been returned to North Devon Council for attention at the next full Council meeting due to take place in July. Councillor Meadows suggested that due to Covid-19, previous projects should be revisited and consideration given to as to how the money should be spent. **34.3 Light bulb in the public toilets.** It was noted that this had been replaced by Councillor Withers. **34.4 Public Space Protection Order (PSPO) Consultation (dog fouling).** Clarification of the dates have been given to Councillors.	NW
35.	**Chairman's Business.** **35.1 Grass cutting.** Councillors were in agreement for Mr M Baker to recommence grass cutting. The Clerk to warn him about litter in Davy Park. Councillors S Phillips and Meadows had, on various days, picked up large amounts of rubbish and litter. The bins at the entrance to Davy Park were all overflowing. These were the responsibility of North Devon Council. The Clerk to report this and District Councillor Davies would also follow this up. **35.2 Street Cleaner.** Councillors were in agreement for Mr L Trenaman to recommence his duties. A meeting to be held with him before commencement, explaining that he will have to wear a mask and not talk to people. **35.3 Other gardening work.** It was noted that Mr M Summers had previously carried out work for the Parish Council for 4 hours a week. Councillor Smith to prepare list of work for him to be provided for agreement at the August Parish Council meeting.	Clerk Clerk / KD SP /Clerk JS
36.	**Matters raised by Councillors / Clerk.** No items had been raised by Councillors. **36.1 Clerk's Leave.** The Clerk requested leave from Friday 21 August to Monday 31 August 2020 inclusive. Agreed.	
37.	**Date of next meeting. Wednesday, 5 August 2020 at 7pm by teleconference if social distancing restrictions for gatherings remain in place.** The meeting ended at 8.03pm.	

Summary of Decisions:

- **Minutes of 3 June 2020 held by teleconference**
- **Payments**
- **Accounts for the year ended 31 March 2020**
- **2019/20 Annual Governance and Accountability Return Section 1**
- **2019/20 Annual Governance and Accountability Return Section 2**
- **2019/20 Statement of Internal Control**

These Minutes are agreed by those present as being a true record.

Signed: Chair of Chulmleigh Parish Council.	Date: