CHULMLEIGH PARISH COUNCIL

Minutes of Chulmleigh Parish Council Meeting held on Wednesday, 2 September 2020 at 7pm by teleconference.

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** **J Smith** **N Withers**	**Agenda: -** Public Session To approve apologies for absence Code of Conduct Approval of the Minutes of the meeting held by teleconference on 5 August 2020 and to ratify the Planning Committee Minutes of 17 August 2020 Reports Planning Matters Finance Matters Items for discussion Items to note Chairman's Business Matters raised by Councillors / Clerk Part II Confidential Date of next meeting

		Action:
50.	**Public Session.** **50.1 Representations were noted from residents of Cheldon with objections respect of Planning Application 71968 which had been circulated to Councillors to read ahead of the meeting.** The details were taken into account when considering the Application in Minute No. 55.1. **50.2 District Councillor Davies** had received representations from a parishioner regarding the poor state of North Walk and invited the Parish Council to comment. To reply that unfortunately due to Covid-19 problems and the fact that a weed spraying company had been asked to spray the weeds around Chulmleigh this year had not done so, despite confirmation to the Parish Council that they had been, it had been hoped that the dead weeds could have been swept and the matter cannot now be addressed this year. There are certain areas in Chulmleigh that are not the Parish Council's responsibility, such as laying tarmac. Councillors noted that North Walk was not on the Asset Register and did not belong to the Parish Council.	Clerk
51.	**To approve Apologies for Absence.** Councillor Mrs K Pincombe, District Councillor K Davies.	
52.	**Code of Conduct.** **52.1 To consider any Councillor Dispensation requests.** None. **52.2 Declarations of Interest not already declared in the Members' Register of Interests.** ▪ **Councillor Gravell. Personal Interest in Minute No. 55.1 – Planning Application 71936 being a neighbour.** ▪ **Councillor Meadows. Personal Interest in Minute No. 55.1 – Planning Application 71936.** ▪ **Councillor Meadows. Personal Interest in Minute No. 55.1 – Planning Application 72048.** ▪ **Councillors Meadows. Personal Interest in Minute No. 56.1.6 – Finance. Payment to Alan Dart Groundworks for tarmacking the car park at Chulmleigh Pavilion, being the Secretary and Treasurer of the Organisation.** ▪ **Councillor Meadows. Personal Interest in Minute No. 56.2 – award of contract for repair of Davy Park wall, one of the contractors being his neighbour.**	

53.	**Approval of the Minutes of the meeting held by teleconference on 5 August 2020 and ratification of the Planning Committee meeting on 17 August 2020.** **Proposed by Councillor Mrs Croft.** **Seconded by Councillor Smith and unanimously agreed.**	
54.	**Reports.** **54.1 County Councillor R Edgell.** Not present. Councillor Mrs Croft had received a telephone call from Councillor Edgell enquiring about the site meeting, of which he had been advised. The Clerk to send the email to Councillor Mrs Croft. **54.2 District Councillor K Davies.** Not present. **54.3 Councillors Mrs D Phillips – Facebook.** Nothing to report. **54.4 Councillor Mrs S Croft – Chulmleigh Community Help Group in connection with the coronavirus epidemic.** 519 requests had been received and all dealt with or booked and no one had been failed. ➢ 51% prescription collection ➢ 10% shopping ➢ 23% dog walking ➢ The remainder comprising hospital trips Volunteer numbers were down from 36 to 18 and difficulties are being faced to cope with continued requests for help, particularly for people wishing to have a flu injection at the Surgery. Some Councillors had offered to assist and others volunteered at the meeting. **54.5 Councillor Mrs Pincombe - Defibrillator check.** The Clerk has asked her to check and confirm so that the relevant report can be sent online to South West Ambulance Service Trust. **54.6 Davy Park Play Area.** ⇒ Wicksteed Leisure Reply. Councillors had been circulated with details from the Inspector who advised that the Parish Council's enquiry about the climbing frame which appeared to be missing from the Report was the first item on the Report under 'multi-play unit'. ⇒ Arrangements for future inspections. Councillors decided that as the play area was closed, no further inspections should take place for the time being. ⇒ Councillors gave their thoughts on removing the shelter roof and repositioning fencing and the general feeling was that the roof should be removed. Councillor Mrs Croft advised that on making enquiries from North Devon Council, funding from the authority was available for the provision of new open space equipment. This would be progressed and plans for the area and suggested play equipment made available to Councillors at the October meeting with a view to making a decision on the equipment to be provided. Councillor Meadows had received representations about the play area being locked and was advised that despite Wicksteed Leisure considering that the multi-use play unit was described as medium high risk – it was safe to use. Councillors considered it was not and the facility would remain closed for the safety of users. A notice to be prepared and fixed to the gate advising the reason. It was noted that while the play area is closed, the street cleaner cannot gain access to clear rubbish. **54. 7 Allotments.** Councillor Withers advised there was nothing to report. District Councillor Davies was in the process of preparing an allotment plan. **54.8 Gardening Work.** Councillor Smith gave details of the work carried out in August and work during September, based on 8 hours a week, had been identified. **54.10 Site Meeting:**	Clerk KP / Clerk Clerk to advise Wicksteed Leisure SC / SP

- **Street Cleaner – 11 August 2020.** Arrangements had been made for the employee to resume work on 17 August after being furloughed for 4 months. PPE equipment comprising gloves, sanitiser wipes, sanitiser in pocket sized bottles and a face visor had been supplied.
  After the meeting and after Councillor S Phillips had left, enquiries had been made about petrol expenses to attend the meeting and travelling to work for 3 days a week.
  Councillors were not in agreement to pay this, considering it is everyone's duty to get to their place of work.

  The Clerk had been made aware that the street cleaner's laptop was in for repair and timesheets could not be provided. It was agreed for a cheque to be provided for August up to the date when work resumed and that a cheque for the remainder of August to be held on file pending receipt of the outstanding timesheets.
  The arrangements were that timesheets were submitted on a weekly basis, and the Clerk had suggested that hand written documents would be acceptable in the circumstances while the device was being repaired.

54.11 Reports from Chulmleigh Playing Fields Association and Chulmleigh Recreational Association had been circulated to Councillors by Councillor Meadows.

55. **Planning Matters.**

55.1 The following Planning Applications were considered: Clerk

Planning Application Ref:	Type	Applicant	Description
71936	General	Mr and Mrs Clarke	Erection of agricultural building to store hay at Killara, Langley Lane, Chulmleigh. Councillors Gravell and Meadows declared a Personal Interest and abstained from voting. Proposed by Councillor Smith to recommend approval. Seconded by Councillor French and unanimously agreed.
71968	Listed Building	Mr A Marsh	Consent for refurbishment and alterations to outbuilding at Winton, Cheldon, Chulmleigh. Proposed by Councillor E Phillips to recommend refusal on the grounds that the previous Application had been recommended for refusal and Councillors cannot see that this new Application has fully addressed the issues raised in the previous response. Councillors do not see a reason to change their view to recommend refusal. Seconded by Councillor Mrs Croft and unanimously agreed.
72048	Full	Mr A Miller	Conversion of workshop and store to furniture making workshop at 2 South Molton Street, Chulmleigh. Councillor Meadows declared a Personal Interest. A site meeting is to be arranged.

55.2 Planning Correspondence. There was no planning correspondence to consider.

55.3 Councillors noted that the Planning Committee met on 17 August 2020 and considered the following Applications:

Planning Application Ref:	Type	Applicant	Description
71782	Change of use	No name given	Change of use of ground floor to 2 bed unit, conversion of outbuildings to x 3 garages & conversion of storage buildings to x 2 residential units. Erection of x 1 residential unit with additional access at 2 South Molton Street, Chulmleigh.

71894	General	Mr & Mrs S Johns	Extension to dwelling at 2 Langley View, Chulmleigh
71878	Change of use	Mr M Pearson	From agricultural to equestrian and construction of a manege at South Week, Chulmleigh.

Separate Minutes had been circulated and were approved under Minute No. 53.

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

56.1 Sanction payments due & instruct cheque signatories. (details below).
Proposed by Councillor Mrs D Phillips.
Seconded by Councillor Mrs S Croft and unanimously agreed.

Item No.	Cheque No.	Payee	Description	Amount
56.1.1	3464	HMRC	PAYE	£122.40
56.1.2 56.1.3 56.1.4	3465 3466 & 3467 3468	Payroll		£552.97 £216.32 £216.32 £78.40
56.1.5	3469	Mrs J Snooks	2019/20 Internal Audit Fee Details will be given at the October meeting The paperwork has been submitted to the external auditor	£200.00
56.1.6	3470	Alan Dart Groundworks	Groundworks at car park of the Pavilion. This amount will be drawn down from S106 funding. Councillor Meadows declared a Personal Interest and abstained from voting.	£20,715.00 (50% of the total invoice)

Clerk

56.2 Wall at Davy Park. Two quotations had been received and the details were given.

Councillor Meadows declared a Personal Interest as one contractor was his neighbour.

One contractor to be invited to requote using lime based water in accordance with heritage requirements so that both quotations were for the same specification.

Clerk

Councillor Gravell asked if S106 funding would be applicable, similar to 106 funding given for Fremington Quay as a heritage asset. Councillor Mrs Croft to make more enquiries.

SC

56.3 Quarterly figures. The Clerk had circulated the details in respect of April – June 2020 and were noted.

56.4 It was noted that the sum of £750.00 had been received from the Western Power Distribution 'In This Together – Community Matters Fund' awarded following a successful application bid in connection with the Chulmleigh Community Group who are assisting people during the Covid-19 pandemic.

59. **Items for discussion.**

59.1 Abandoned cars in Pincombe's Car Park. It was noted that one car remained.

59.2 Provision of a defibrillator close to the Golf Club.

⇒ It was noted that a Locality Grant funding application had been submitted to County Councillor Edgell

⇒ It was noted that Chulmleigh Golf Course had been invited to consider a contribution towards the facility. A reply had been received indicating the owners were willing to give a donation. The Clerk had replied asking for an indication of the amount and a reply was awaited.

⇒ Councillor French advised that DART is waiting for further details regarding a contribution towards the facility.

⇒ Councillor French advised on discussions with Councillor Meadows regarding defibrillators at the Chulmleigh Playing Field Pavilion and in the adopted telephone kiosk in Leigh Road.
Details had been agreed where one defibrillator would be outside the Pavilion in an unlocked cabinet.

	There was no progress on a defibrillator being placed in the redundant telephone kiosk at Leigh Road, although the Trustees of DART were fully committed to delivering it. Councillor French asked Councillor S Phillips if the local Cadets would be able to paint the structure as part of a project, with the necessary materials being supplied. Councillor S Phillips to make more enquiries. **59.3 Devon Association of Local Councils – ballot in connection with the DALC Board of Directors.** An email circulated on 11 August 2020 gave outline details. No further correspondence had been received from the DALC and this matter was not discussed further. **59.4 Councillors considered a response to the Government White Paper in connection with changes to planning,** the documents for which had been circulated. No decision was made to send a response and the details were noted. **59.5 Approval the adoption of the following Policies – circulated to Councillors ahead of the meeting to study.** ▪ Disciplinary Procedure (New) ▪ Grievance Policy (New) ▪ Equal Opportunities Policy (there is one in place and this is a newer version) ▪ Dignity at Work / Bullying / Harassment Policy (New) **Proposed by Councillor E Phillips to adopt the Policies.** **Seconded by Councillor Smith and unanimously agreed.**	SP Clerk to update with adoption date
60.	**Items to note.** **60.1 Letter of support** sent to County Councillor Edgell in respect of a funding application from his Locality Grant allocation from Chulmleigh Playing Fields Association for the purchase of a tractor to assist with grass cutting.	
61.	**Chairman's Business.** **61.1 Section 106 Committee.** Councillor S Phillips advised that the Committee was continuing to discuss a range of possibilities, no decisions had come forward as yet and more details were required for details to be shared.	
62.	**Matters raised by Councillors / Clerk.** **62.1 Clerk's Autumn Leave – Thursday 8 October – Sunday 11 October 2020 inclusive.** **Items not on the Agenda** **62.2 Review of play equipment at Davy Park on a monthly basis.** Councillor Smith offered to do this. **62.3 Councillor Meadows** had been approached by a parishioner who advised the Parish Council website was not up to date. **62.4 Councillor French** asked if the Square had been included on the list for weed spraying, which did not happen, and this was confirmed.	Clerk to supply template
63.	**Part II Confidential.** The meeting went into Part II Confidential at this point.	
64.	**Date of next meeting. Wednesday, 7 October 2020 at 7pm by teleconference.** The meeting ended at 8.31pm.	

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 5 August 2020 by teleconference and ratification of the Planning Committee Meeting Minutes held on 17 August 2020**
- **Planning**
- **Payments**
- **Policies as listed in Minute No. 59.5**

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

Signed: Chair of Chulmleigh Parish Council:	Date: