CHULMLEIGH PARISH COUNCIL

Minutes of Chulmleigh Parish Council Meeting held on Wednesday, 3 June 2020 at 7pm by teleconference, due to the ongoing situation regarding the coronavirus and social distancing regulations in place.

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft** **P Gravell** **H Meadows** **Mrs D Phillips** **S Phillips** **J Smith** **N Withers** **District Councillor K Davies**	**Agenda: -** Addendum of the Standing Orders Public Session to include any School Council Report To approve apologies for absence Code of Conduct Approval of the Minutes of the Meeting held on 6 May 2020 by teleconference Reports Planning Matters Finance Matters Items for discussion Items to note Chairman's Business Matters raised by Councilllors Date of next meeting

		Action:
13.	**Addendum of the Standing Orders.** Councillors considered this at the Parish Council meeting on 6 May 2020 but no formal vote was taken. Under the terms of the Business Continuity Plan, the Clerk emailed Councillors who unanimously responded to adopt the Addendum and the document has been personalised to Chulmleigh Parish Council by the Clerk, added to the website and sent for inclusion on the Parish Council's Facebook page.	
14.	**Public Session to include any School Council Report.** None.	
15.	**To approve Apologies for Absence.** Councillors E Phillips, Mrs K Pincombe.	
16.	**Code of Conduct.** **16.1 To consider any Councillor Dispensation requests.** None. **16.2 Declarations of Interest not already declared in the Members' Register of Interests.** **Councillor Mrs Croft declared a Prejudicial Interest in Minute No. 20.1.4, Finance – reimbursement cheque in respect of items she had purchased in connection with the reopening of the public toilets to ensure they adhered to guidelines during the coronavirus epidemic.** **Councillor Meadows declared a Personal Interest in Minute No. 22.7 – Section 106 funding for the car park of Chulmleigh Playing Field as a Member of Chulmleigh Playing Field Association.**	
17.	**Approval of the Minutes of the meeting held by teleconference on 6 May 2020.** **Proposed by Councillor Smith as a correct record.** **Seconded by Councillor Mrs Croft. Unanimously agreed.** The paper copy will be signed when physical meetings are being held.	

Councillor Meadows enquired the protocol for publishing Minutes.
Councillor S Phillips advised they are not to be published until after they have been approved by Members of the Parish Council.

18. **Reports.**

18.1 County Councillor R Edgell. Not present. Councillor Mrs Croft advised he had telephoned her and advised he has grant funding available.

18.2 District Councillor K Davies. Report.

18.3 Facebook. Councillor Mrs Phillips. Approximately 100 people viewed the page and were also sharing it.
Items sent for inclusion will continue to be put on the page.

18.4 Councillor Mrs S Croft – Chulmleigh Community Help Group in connection with the coronavirus epidemic. A total of 326 requests had been received, broken down as follows:

- 50% prescription requests
- 13% shopping requests
- 21% dog walking requests
- 3.5% Post Office
- 10.5% Use of DART car for hospital and surgery appointments

The Group had not failed to meet any requests.

Congratulations were extended to Councillor Mrs Croft for her excellent work.

District Councillor Davies asked about prescription requests.
Councillor Mrs Croft advised that Wallingbrook Health Centre, who is part of the four groups working together, contacts her in connection with prescription requests and in addition, transport for blood tests, injections and hospital appointments.

19. **Planning Matters.**

19.1 Planning Applications:

Clerk

Planning Application Ref:	Type	Applicant	Description
71114 / 71116	Listed and General	Mr O Murray	Conversion of barn to form one residential dwelling with installation of septic tank and associated ground works (amended location plan / site plan / additional information) at West Molland, Chulmleigh. 71114 – Proposed by Councillor Mrs Phillips to recommend approval. Seconded by Councillor Smith. Unanimously agreed. 71116 – Proposed by Councillor Mrs Phillips to recommend approval. Seconded by Councillor Smith. Unanimously agreed.
71480 **	Prior Approval		Change of use of agricultural building to one dwelling house (amended site address) at Barn at Molland Cross, Chulmleigh. The Clerk to reply referring to the Parish Council's submission on 9 May 2020.

** Unlike a Planning Application, this is not an opportunity for the Parish Council to make a recommendation on this Prior Approval Application. North Devon Council has asked for any comments on the following criteria:

a) transport and highways impacts of the development
b) noise impacts of the development
c) contamination risks on the site
d) flooding risks on the site,
e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwelling houses) of the Schedule to the Use Classes Order
f) Design or external appearance of the building

20. **Finance matters:**

20.1 Sanction payments due & instruct cheque signatories.
Proposed by Councillor Meadows, seconded by Councillor Gravell. Unanimously agreed.

Item No.	Cheque No.	Payee	Description	Amount
20.1.1	3440	HMRC	PAYE	£122.40
20.1.2 20.1.3	3441 3442	Payroll		£491.22 £432.64
20.1.4	3443	Mrs S Croft Prejudical Interest declared	Reimbursement for telephone calls in connection with the Chulmleigh Community Help Group £30.92 Reimbursement for PPE in respect of opening the public toilets: Face shield / visor and medical face masks £82.92 Disposable white aprons & gloves £74.60 Disinfectant £19.69	£208.13
20.1.5	3444	Denby Smith	Installation of electricity to new defibrillator at Pincombe's Garage £117.00 Carry out electrical installation condition Report to public toilets in the Square, consumer unit situated in the store room of the Town Hall £108.00	£225.00
20.1.6	3445	Chulmleigh Town Hall	Contribution towards water rates (estimated reading). It will be nil for the next quarter.	£139.50
20.1.7	3446	Govier Heating	Dealing with faulty basin tap in the public toilet	£39.37

Clerk

Councillor Mrs Croft explained that PPE (Personal Protective Equipment) and disinfectant had been purchased which was to allow the public toilet, which has disabled facilities, to be re-opened on Monday, 8 June and Councillors were in agreement with this.
Councillor Mrs Croft had been in continuous dialogue with the toilet cleaner who will be following government guidelines which were spoken about, and specially designed posters would emphasise this.

The small leak in the toilet had been repaired free of charge.

Councillor Meadows pointed out that the government had said public toilets do not have to be cleaned after every use.

Councillor Mrs Croft was thanked for her efforts to bring about the re-opening.
District Councillor Davies suggested that the Risk Assessment and Methodology Statement was attached to the Minutes.

	20.2 EDF Energy. It was noted that the account is £20.79 in credit for the period 25 July 2019 to 22 May 2020. **20.3 It was noted that the funding application** submitted by the Clerk to Western Power Distribution 'In It Together' Fund on behalf of the Chulmleigh Community Group has been successful, with an amount of £750.00 being awarded. **20.4 Councillor Mrs Croft advised that Chulmleigh Town Hall** had been awarded £10,000 from North Devon Council as a result of a grant application for loss of revenue being submitted and with the help of District Councillor Davies. **20.5 Peninsula Employment Law.** The Clerk had a diary note for this meeting to consider giving six months notice of the termination of the contract. This item was deferred to the July meeting to allow fact finding for alternatives. **20.6 Denby Smith** had advised that he had carried out an electrical installation condition report to the public toilets. The electricity for this meter is in the store room of the Town Hall. The meter tails which connect the electricity meter to the consumer unit (fuse box) are too small in size. In order to have a satisfactory report these need to be upgraded. This is only something that the energy supplier can do. Councillors agreed that the Clerk requested EDF Energy to carry out this work. It was noted that the light bulb in the public toilet required replacing which Councillor Withers offered to do. It was stressed that if there was any sort of problem, that Denby Smith Electrical should be asked to do the work.	July Agenda Clerk NW
21.	**Items for discussion.** **21.1 Weed Spraying.** It was noted that a quotation for £539.06 for 1,148 Linear Metres had been given and accepted. The work would be carried out on Friday 5 June 2020. **21.2 Abandoned cars in Pincombe's Car Park.** There was no further information available and the matter to be deferred to the July meeting. **21.3 Allotments.** ⇒ The Clerk had informed the first two people on the waiting list that an allotment had become available, to be divided into two. ⇒ They had been requested to advise which part of the allotment they required and provide a picture. ⇒ Councillor S Phillips gave details on a second allotment site as follows: Subject to Councillors approval, communication had taken place between himself and Chulmleigh Academy where a plot of land had been identified off of Langley Lane which the School were in agreement for the Parish Council to use. The quality of the land is good and Councillor Withers had agreed to take on the responsibility of ensuring the allotments are allocated. An agreement between the Academy and the Parish Council will be drawn up and the Parish Council will pay a peppercorn rent of £1 per annum for the use of the land. The charge for the allotments will be the same as for those in Davy Park. **Q: How many allotments does the site accommodate?** **A: It is larger than Davy Park. There is water on site and a shed for the storage of tools. Separate sheds on individual allotments are not encouraged because of the existing shed which is large enough for all allotment holders to store equipment.** **Q: Is the Parish Council responsible for fencing and the division of land.**	July Agenda

	A: Fencing is already in place. Some stakes require repairing. The Parish Council will be responsible for the division of the site. **Q: Is there a time limit for the use of the land for allotments?** **A: This will be initially for 5 years.** **21.4 Graffiti in Davy Park.** o The Clerk had responded to the parishioner who had informed the Parish Council of the vandalism.	
22.	**Items to note.** **22.1 Replacement of defibrillator.** It was noted that the electricity had been installed and the defibrillator is working. **22.2 Road closure from 22 to 26 June 2020 at the Toll House.** Councillor S Phillips advised the location was Toll House, Colleton Mill. **22.3 Further Trip Hazard at Langley Gardens reported by the Clerk.** **22.4 Overflowing rubbish bin at The Beacon.** The Clerk had requested NDC to empty this and include on the route. **22.5 Dog Bin Emptying.** The Clerk had requested that the bin outside the public toilet is included on collection route. **22.6 Potholes, Langley Lane.** DCC Highways had advised that any safety defects had been identified and dealt with according to its Highway Safety Policy. The wider problem in this area has been assessed as a serviceability issue. Immediate action will not be taken on serviceability issues, however Highways do not ignore reports that it receives. The information is used to measure, benchmark and analyse their performance and to help plan future works programmes and determine priorities. It was known there were 11 potholes on this stretch of road and reminders are to continue being sent to DCC Highways. Councillor Mrs Croft advised that in County Councillor Edgell's telephone call, he invited the Parish Council to inform him of any problems, and she would bring his attention to this item. Councillor S Phillips informed of the difficulties faced by the ambulance service using the Lane to convey a patient with back problems. Councillor Smith had cycled the route and concurred with Councilor S Phillips regarding the number of potholes, making travel problematic. **22.7 Section 106 Funding – Offer Letter – Funding Agreement for Chulmleigh Playing Field Car Park.** Councillors were in agreement that the letter from North Devon Council could be completed and signed by the Clerk. Councillor Meadows declared a Personal Interest in this item as Secretary of the Playing Fields.	SC / RE Clerk
23.	**Chairman's Business.** **23.1 Allotments.** Covered earlier in the meeting. **23.2 Street Cleaner.** The employee was currently furloughed. A decision about his return to work would be taken after the government's next 3 weekly coronavirus lockdown update on 4 July. **23.3 Grass cutting in Davy Park.** A decision to recommence this would be taken after the government's next 3 weekly coronavirus lockdown update on 4 July. **23.4 Councillor Advocate Scheme (Office of the Police and Crime Commissioner).** Details had been forwarded to Councillors. No one wished to pursue this.	

24.	**Matters raised by Councillors.** **24.1 Councillor Mrs Croft** advised that the North Devon Council Strategy and Resources Committee would be running a public consultation regarding a Public Space Protection Order (PSPO) to address anti social behaviour in connection with dog fouling, uncontrolled dogs and open spaces where dogs can be exercised. The consultation will run from 8 – 20 June and Councillor Mrs Croft would send details to the Clerk for circulating to other Councillors. **24.2 Councillor Meadows.** The Devon Air Ambulance Night Landing Site is to be reopened shortly and it was important that the area was kept clear. **24.3 Councillor Meadows.** Chulmleigh Playing Fields Association is waiting for government guidance as to when the facilities can be used again. A Tai Chi group had asked if Members can meet outside the Pavilion on a weekly basis taking place on Mondays and permission had been given provided the group does not exceed six in number, including the instructor. **24.4 Councillor Meadows.** The defibrillator box at Pincombes Garage has been removed and the suggestion is that the box could be used for the defibrillator outside the Playing Fields Pavilion **24.5 Councillor Meadows.** The Chulmleigh Recreational Association facilities are still closed. An application submitted to Sport England for funding to compensate for loss of income was not successful and the Committee are now looking at a Discretionary Business Fund Scheme with an application being made to North Devon Council who administers the scheme to help with loss of revenue. **24.6 Councillor Meadows.** Wicksteed Leisure Inspector carried out an inspection on the play equipment at Davy Park. He had spoken to the Inspector and obtained contact details to obtain a quote for regular inspections at the playing field to give evidence that more than one quote was obtained. **24.7 Councillor Smith** enquired if an additional defibrillator should be sited close to the Golf Club.	SC / Clerk July Agenda
25.	**Date of next meeting. Wednesday, 1 July 2020 at 7pm by teleconference if social distancing restrictions for gatherings remain in place.** The meeting ended at 8.01pm.	

Summary of Decisions:

- **Minutes of 6 May 2020**
- **Planning**
- **Payments**

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

Signed: Chair of Chulmleigh Parish Council.	Date: