CHULMLEIGH PARISH COUNCIL

Minutes of Chulmleigh Parish Council Meeting held on Wednesday, 4 March 2020 in the Town Hall at 7pm.

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **P French** **P Gravell** **H Meadows** **Mrs D Phillips) from Minute No.** **E Phillips) 128** **S Phillips** **Mrs K Pincombe** **J Smith** **N Withers** **County Councillor R Edgell** **District Councillor K Davies** **5 members of the public**	**Agenda: -** Public Session to include any School Council Report To approve apologies for absence Reports Code of Conduct To approve the Minutes of the Parish Council meeting held on 5 February 2020 Matters Arising from the Minutes Planning Matters Finance Matters Correspondence / Notices & Publications received Items raised by the Chairman Items for future Agendas Tabled items received following Agenda publication Items raised by Councillors Date of next meeting

		Action:
126.	**Public Session to include any School Council Report.** **126.1 Chulmleigh Community** Welcome is a group of residents from Chulmleigh and the surrounding villages who have got together in the belief that they can welcome one refugee family, displaced by the Syrian war into Chulmleigh. The group are supported by the Pickwell Foundation in Georgeham, who have responded in a similar way and have welcomed a Syrian family at Georgeham. The official Home Office Scheme, known as the Community Sponsorship is being followed and it will be necessary to find a suitable house for the family to live, £9,000 has to be raised and the completion of a Home Office form. There is a lot of support for this initiative and a core support team numbering 28 people and a further 32 have offered practical support later. There are people in an official capacity offering support and the group plan to hold a Public Meeting to give more details of the scheme, who will also be working in partnership with North Devon Council and Devon County Council. The group asked for the support of Chulmleigh Parish Council. **126.2 Planning Application.** The applicant was present to explain about his reasons for submitting this, which would be considered under Minute No. 132.1.	
127.	**To approve Apologies for Absence.** Councillors Cridland-Smith, Mrs S Croft and H Meadows.	
128.	**The following Reports were received:** **128.1 County Councillor R Edgell spoke about the following:** • Road safety. He would attend future meetings at the School, if possible, being the representative of DCC. • Various figures were given in connection with the DCC budget. For the first time in many years, the Authority had not had a reduction in the core amount from the government. • An important detail of the budget was that there was a particular emphasis on highway drainage where	

£2.8million had been allocated. This was in place of repairing individual potholes and more patching involving bigger areas would be done.

- The grant process was ending shortly and opening again at the end of April.

Councillor S Phillips advised there was a timber building leaning against the clapper bridge at Rock Hill and it was understood that this would be attended by the Parish Paths Partnership from the Chawleigh side.

128.2 District Councillor K Davies spoke about the following:

- He had requested County Councillor Edgell to speak to Mr Nigel Flowers regarding the road safety audit carried out earlier.
- North Devon Climate Action Week would be held from 21 to 28 March.
- Roads. A report and map had been circulated. The crossing at the School is the priority with 1,000 crossings per day. There is also the focus of getting a lollipop crossing person and road restriction measures.
- A Council Tax rise, the equivalent of a £5 maximum per Band D property, equating to a rise of 2.73% in respect of the North Devon Council contribution.
- He had reported the blockage of the clapper bridge at Rock Hill, the planter on the pavement at Leigh Road and damage to a roof from a delivery vehicle via the DCC interactive map.
- North Devon Leisure Centre. Free entry for families on 7 March.
- An energy audit of the Town Hall had been rearranged.

128.3 Playing Field – Councillor H Meadows. The following Report had been circulated:

Dog Walk. The entrance walkway to the dog exercise area was reopened yesterday after drainage was installed and a solid path laid. The main area is still very wet but usable.

Adventure Play Area. The wettest February on record has meant the Play Area will not now be opened on 14th March as reported last month. The plan now is to open it on Saturday 11th April in time for the Easter Bank Holiday.

New Build. Waiting for Councillors to consider the S106 request submitted by the Playing Fields Chairman.

Car Park. This project is for discussion under item 8.5 on the agenda. As reported last month there has been a small increase in the project cost. It's eight months since the original quotation was prepared and submitted with the S106 request. A folder containing details was circulated.

The arrangements to install two electric vehicle charging points have been finalised and the project is ready to implement as soon as the funding is available. Details are in the folder. County Councillor Richard Edgell is kindly considering a grant of £1,000 plus VAT from his locality budget which would enable this project to proceed.

Allotments

A proposal has been prepared by District Council Kevin Davies and Parish Councillor Nick Withers and circulated to Councillors showing allotments and tree planting at the Playing Fields. The allotments proposal has been considered by the Playing Fields Projects Steering Group. They are not in favour of having allotments at the Playing Fields as the site was purchased by the Parish Council in 1985 to be used as a recreation ground and they wish to retain the space for that purpose. The allotments proposal will be considered by the Playing Field members at their next Management Committee meeting and their decision relayed to Councillors.

The next Management Committee meeting will be held on Monday 6th April 2020 6.30pm.

128.4 Highlights Projects – Councillor P Gravell. Nothing further to report.

128.5 Communications via Facebook – Councillors Mrs Pincombe and Phillips.

- Advice regarding crime had been added
- Black and white pictures of Chulmleigh still to be received
- Wessex Community Assets and Chulmleigh Community College Magazine had not yet been added
- A volunteer would be sought to be the Neighbourhood Watch co-ordinator
- Details of dumped cars in Pincombe's car park with North Devon Council 'under investigation' stickers to be included
- 89 people are following, 87 likes and 40 observations

DP / KP to add these items

128.6 Sustainable Chulmleigh / Climate Emergency. A report on the Repair Café was as follows:

Number of participating Repair Cafés: 66
Total fixes: 2253
Total number of items brought: 2981
75.5% of total items able to be fixed

	918 volunteers, fuelled by 1748 cups of tea and coffee and 931 slices of cake 1974 attendees who brought items to be fixed **Breakdown by category** Tool sharpening 14%; Bikes 2%; Other 19%; Textiles 18%; Electronic 8%; Electrical 32% Items that needed a part to be fixed 397. Items not fixed at the event 516 Estimated over £100, 000 of consumer spending avoided. Estimated 45,000 – 55,000 kg of carbon avoided. Quarterly Repair Cafes are to be held and as part of North Devon Council Climate Action Week, Sustainable Chulmleigh are hosting a grow your own workshop and plant seed swap in the Town Hall on 28 March sponsored by Mole Valley Farmers on composting and discount on seeds. There are over 150 followers with an active core group. Councillor Withers to send details of a speaker on Declaring a Climate Emergency for the next meeting with a view to Chulmleigh Parish Council considering declaring a Climate Emergency. **128.7 Syrian Refugee Family – Councillor Withers.** **Proposed by Councillor S Phillips that Chulmleigh Parish Council supports this project. Seconded by Councillor French. Unanimously agreed.** **128.7 Mrs S Squire, CiLCA Qualification.** A written Report following her second session of training had been circulated to Councillors and was noted with interest. **128.8 Road Safety Report.** This was given under District Councillor Davies' Report.	NW Clerk
129.	**Code of Conduct.** **129.1 To consider any Councillor Dispensation requests.** None. **129.2 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). ▪ **Councillors S Phillips and Mrs Pincombe declared a Personal Interest in Minute No. 133.5, Section 106 discussion and decision regarding tarmacing the Chulmleigh Playing Fields Car Park.** **129.3 Dispensation for all Councillors by virtue of office as Trustees of Chulmleigh Pavilion.** This will be issued when all Dispensation requests have been received.	
130.	**To approve the Minutes of the Parish Council Meeting held on 5 February 2020.** **Approved and signed as a correct record after it was noted under Minute No. 114.1 (electric car charging points), the figure should be £3,000- £4,000 not £34,000. Proposed by Councillor Withers, seconded by Councillor E Phillips. Unanimously agreed.**	
131.	**Matters Arising from the Minutes:**	
131.1	**CCTV in Chulmleigh.** Councillors Cridland-Smith & Mrs Pincombe had been due to report on their progress regarding a suitable approach. Due to Councillor Cridland-Smith's absence, he had requested this item was deferred to the April meeting.	April Agenda
131.2	**The ground under Kings Park.** It was noted that the Clerk had responded to the parishioner advising that District Councillor Davies had the details to inform North Devon Council.	
131.3	**Davy Park.** Councillor Mrs Pincombe confirmed that she had put the advice of reporting incidents to the Police on Facebook. It was noted that the Clerk had responded to the parishioner advising that the Parish Council is looking into the problems they had raised.	
131.4	**Allotments.** It was noted that the Clerk had circulated the map provided by District Councillor Davies. District Councillor Davies confirmed the details had been sent to County Councillor Edgell.	April Agenda

	Councillor S Phillips would be in a position to confirm the alternative idea for allotments at the April meeting. Eight people were on the waiting list. One allotment is to be split into two.	
131.5	**P3 (Parish Paths Partnership) Scheme.** It was noted that the Clerk had arranged for Mrs R Davies, Head of DCC Public Rights of Way who gave a presentation ahead of this meeting at 6.30pm which had been well received. **Proposed by Councillor Mrs D Phillips that Councillor Withers was appointed at the P3 Warden for Chulmleigh, following his offer to do this. Seconded by Councillor E Phillips. Unanimously agreed.**	Clerk to advise DCC PROW Dept
131.6	**Tree Planting.** District Councillor Davies was not aware he had been tasked to prepare a revised tree planning scheme at Kings Park. The Clerk to forward the plan to him which he would follow up.	Clerk / KD
131.7	**Replacement of Defibrillator.** Councillor Mrs Pincombe advised that Denby Smith had not yet installed the electricity. The Clerk had been requested to supply an up to date list of defibrillator locations and people who were trained to use them which she had obtained from Mr S Moyse. This to be put on the website and the Facebook page.	Clerk / KP
131.8	**Davy Park Play Area.** Councillor Smith advised that the relevant work involving welding had partially been done.	
131.9	**Weeds in the street.** The Clerk advised on the insurance company's reply: **Should the Parish Council organise a team to clear the weeds, then this would indeed be covered by your Public Liability.** **We would ask that the activity is risk assessed, and that any training/guidance is provided, if necessary.** **Should a group of individuals perform this task, purely of their own volition, then this would not fall under your insurance as it is not something that you are responsible for.** Councillors S Phillips and Withers will be walking the route to calculate the distance in metres that spraying is required to consider the relevant wording for a quotation to be sought.	SP / JW April meeting
131.10	**Compostable Bags for dog waste.** Councillor Mrs Pincombe advised that the bags had not yet been placed around the town which she was intending to do shortly. The Clerk advised that an application from County Councillor Edgell's Locality grant allocation is in the process of being submitted.	KP April Agenda
132.	**The following Planning Matters were considered: -** **132.1 Planning List.**	Clerk

Planning Application Ref:	Type	Applicant	Description
71116 / 71114	Listed Building and General Application	Mr O Murray	Conversion of barn to form one residential dwelling with installation of septic tank & associated ground works at West Molland, Chulmleigh. **Proposed by Councillor E Phillips to recommend approval. Seconded by Councillor Smith. Unanimously agreed.**

132.2 Planning Applications received after the publication of the Agenda. None.

132.3 Planning Correspondence. The following North Devon Council Decision Notices were noted:

APPROVAL for

- **Application 70653 / 70647 – Listed Building and Standard Application for extension to dwelling at Beara Farm, Chulmleigh.**

REFUSAL for Prior Approval

- **Application 70907 – Notification of Prior Approval for a proposed change of use of an existing agricultural barn to two dwelling houses (Class Q A & B) – North Week Farm House, Chulmleigh.**

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

133.1 Sanction payments due & instruct cheque signatories. (details below).
Proposed by Councillor Mrs D Phillips, seconded by Councillor French and agreed.

Clerk

Item No.	Cheque No.	Payee	Description	Amount
133.1.1	3414	Chulmleigh Town Hall	Hire of Hall	£12.00
133.1.2	3415	HMRC	PAYE	£114.00
133.1.3 133.1.4 133.1.5	3416 3417 3418	Payroll		£496.35 £432.64 £78.40
133.1.6	3419	Chulmleigh Town Hall	Contribution towards water rates	£77.66
133.1.7	3420	Sam Percival Building Conservation Services	Topographical and building measured CCAD surveying accordance with fee proposal dated 11/10/19 includes production of 3D drawings	£1,000.00
133.1.8	3421	DM Payroll Services Ltd	Administration of payroll services. 4th quarter	£51.00
133.1.9	3422	Mr M Summers	Gardening Services. February 2020.	£240.00
133.1.10	3423	Nicholsons	Toilet rolls for the public toilet	£38.70

134.2 Payroll Administration. Following extensive research by the Clerk, she had identified a company who is significantly more competitive than DM Payroll Services who charge £204.00 per annum.

Negotiations had been made with Lara Trinder Digital Bookkeeping of Newton Abbot to supply two pay documents per month for the Parish Council's two employees at £2.50 each, totalling £60 per annum. A saving of £144.00.

There will be an initial set up fee of £10, making an overall saving in the first year of £134.00.

133.3 Quarterly Figures. Third quarter figures were available and Councillors had the opportunity of asking questions which were satisfactorily answered.

133.4 Devon Communities Together. Email, circulated to Councillors, inviting the Parish Council to become a member. Councillors decided not to proceed.

133.5 Section 106 items.

- **Red Lion Corner project.** As no further details had been received from the architect, the matter was deferred to the April 2020 meeting.
  Councillor Withers asked if there would be provision for bike stands as Chulmleigh is on an internal route from Plymouth to Ilfracombe for bike packing. Councillor S Phillips confirmed that it would be ensured that this type of facility would be incorporated.

April Agenda

- **To further discuss the request for financial help to tarmac the Playing Fields car park with a view to making a decision.**
  Councillors S Phillips and Mrs Pincombe declared a Personal Interest.
  Proposed by Councillor E Phillips to support the request by Chulmleigh Playing Fields Association for the sum of £18,500 from the Section 106 funding through North Devon Council, subject to clarification from the Playing Fields Association in relation to the difference of £675 from the figures quoted. Seconded by Councillor Gravell. Agreed with two abstentions.

HW to clarify

133.6 Road Wall, Davy Park. To consider a quotation for the repair with a view to making a decision to appoint the contractor.
Councillor S Phillips advised he had met the contractor on site and had spoken to North Devon Council Conservation Officer who had no objections to the work being carried out.
A quotation of £8,800 had been received.
Proposed by Councillor French to accept the quotation. Seconded by Councillor E Phillips.

Clerk to advise contractor

	Unanimously agreed. **133.7 Mr M Summers.** It was noted that a breakdown of the details of the work carried out in January 2020 had been received and the cheque authorised at the February 2020 meeting sent. A further meeting is to be held with Mr Summers to clarify some issues and agree future work.	SP / JS
134.	**Correspondence / Notices & Publications Received.** **134.1 Increase in crime in Chulmleigh.** It was noted that graffiti at the Wallingbrook Cross bus shelter had been cleaned by a parishioner. **134.2 North Devon Care Homes Team.** The Care Homes Team Administrator is willing to attend a Parish Council meeting regarding a Dementia Friend Information Session. The email had been circulated to Councillors.	Clerk to send letter of thanks To be requested to attend the June meeting
135.	**Items raised by the Chairman.** **135.1 Planter on the pavement at Leigh Road.** The DCC Neighbourhood Highways Manager is dealing with this and had requested removal of the planter. If no response is received, or to a second request, it will be removed. Councillors noted that the public are having to walk in the road to avoid it, causing an additional highways risk. **135.2 Pothole at Leigh Road.** This had still not been repaired. **135.3 Projects for the local Scout Group.** It was understood they are going to clean the shelter in Davy Park. Councillor Mrs Pincombe to ask Councilor Meadows if there are other areas he is aware of that require attention.	Clerk to remind Highways KP
136.	**136.1 Items for future Agendas.** Those identified from these Minutes. **136.2 Tabled items received following Agenda publication.** Covered within this meeting. **136.3 Items raised by Councillors / Clerk.** **136.3.1 Training – Being a Good Councillor Short Course.** It was noted that Councillor Withers has been booked to attend at South Molton on 12/3/20.	
137.	**Date of next Meeting: Wednesday, 1 April in the Town Hall at 7pm.** The meeting ended at 9.15pm.	

Summary of Decisions:

- **Support to the Chulmleigh Community Welcome Group in their bid to welcome a Syrian Refugee Family**
- **Minutes of 5 February 2020**
- **Councillor N Withers to be the P3 Parish Paths Partnership Warden for the Parish of Chulmleigh**
- **Planning**
- **Payments**
- **Support to Chulmleigh Playing Fields Association for the sum of £18,500 from the S106 funding towards tarmacing the car park**

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

Signed: Chair of Chulmleigh Parish Council:	Date: